Hill International

SHA
Labor Compliance
Contractor’s User Manual
Payrolls

Seattle Housing Authority

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Chapter 1 Introduction

In This Chapter

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1.1 Overview

Hill International, Inc. (Hill) has implemented Labor Compliance Management (MyLCM), a state-of-the-art, software application for labor compliance management. This system is designed to fulfill and streamline various federal and state reporting and monitoring requirements.

1.2 Labor Compliance Management (MyLCM)

The web-based MyLCM function is designed to streamline the reporting and monitoring process of state and federal prevailing-wage laws, including the Davis-Bacon Act. The MyLCM functionality collects electronic certified payroll data and automatically verifies it against applicable prevailing wage rates. The MyLCM reporting and monitoring platform enables contractors to interface with Weatherization Projects and vice versa, in a secure environment.

The unique feature of the MyLCM functionality enables it to collect certified payroll data directly from the output file from a contractor's payroll system. Therefore, it significantly reduces the burden of the reporting requirements for contractors and subcontractors. It also provides web-based reporting forms for those contractors who currently may not use an electronic payroll system in-house.

1.3 Suggested System Requirements

Although contractors can connect to MyLCM System from any computer with Internet access, we recommend the following minimum requirements.

Processor: Pentium® III 933 MHz

Operating System: Windows® XP or later version

Hard Disk: 500 MB free

RAM: 256 MB

Display: Super VGA (1024x768) or higher resolution monitor

Web Browser: Internet Explorer 8.0 or higher

Internet Connection: 56,000 bps or faster modem, ISDN, DSL or LAN connection

CHAPTER 2 GETTING STARTED

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2.1 Recommended Internet Settings

Before using the application, we recommend that users update their Internet Explorer settings in order to improve and facilitate the use of the application.

Pop-Up Blockers

The MyLCM System application uses pop-up windows. In order to use the application, you may need to alter your pop-up blocker. Hill recommends adding the following website to the allowed list in the pop-up blocker settings: https://app.mylcm.com.

Cache Settings

Hill recommends that users change the cache setting to prevent web browsers from displaying "cached" (old) information.

To edit these settings:

1. Open Internet Explorer.
2. From the "Tools" menu, select "Internet Options" to open the Internet Options window (Figure 1).
3. In the Internet Options window, select "General Tab" (Figure 2). From the select "Temporary Internet files" section select "Settings" to open the Settings window (Figure 3).
4. Verify that the setting for "Check for newer versions of stored pages:" is set to "Every visit to the page." If not, select this option and click "OK"
5. Click "OK" on the Internet Options window to complete cache settings update.

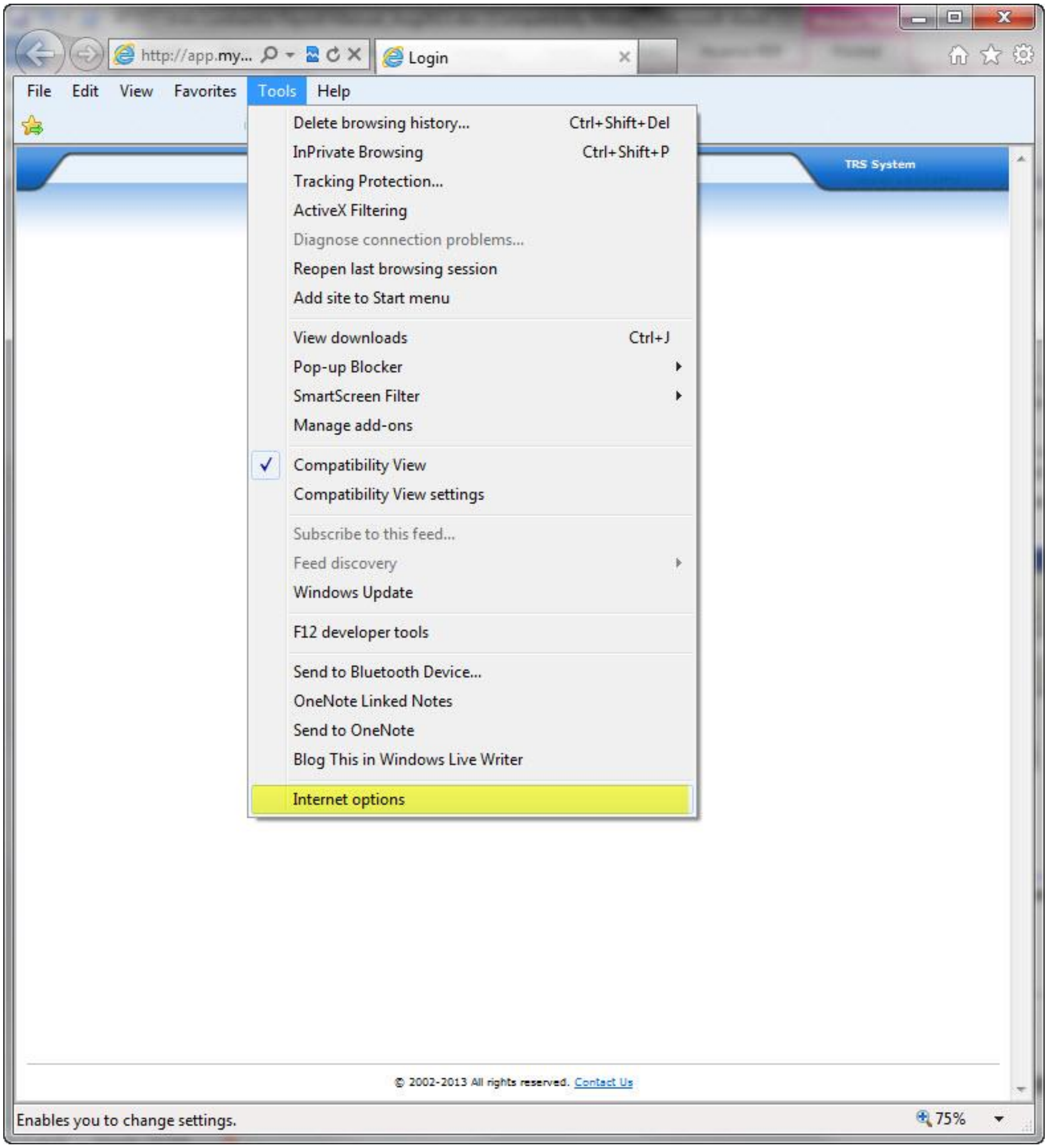


Figure 1 - Tools Menu, Internet Options

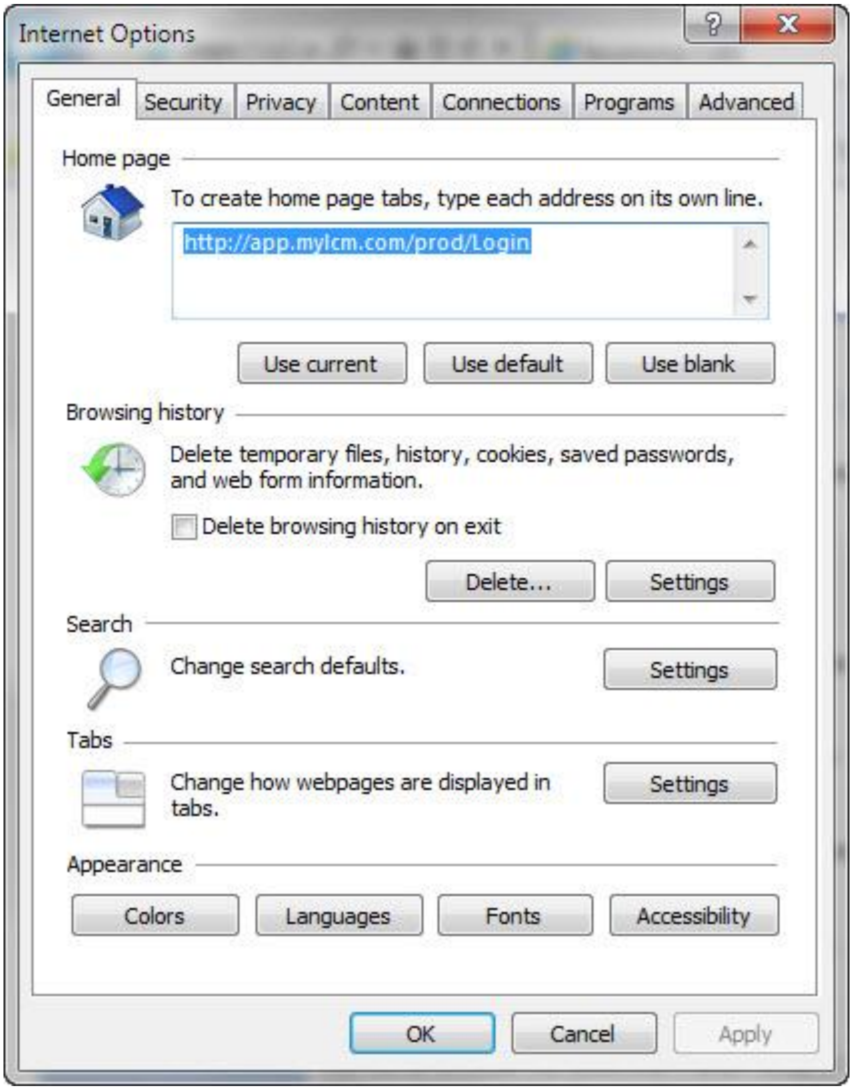


Figure 2 - Internet Options Window

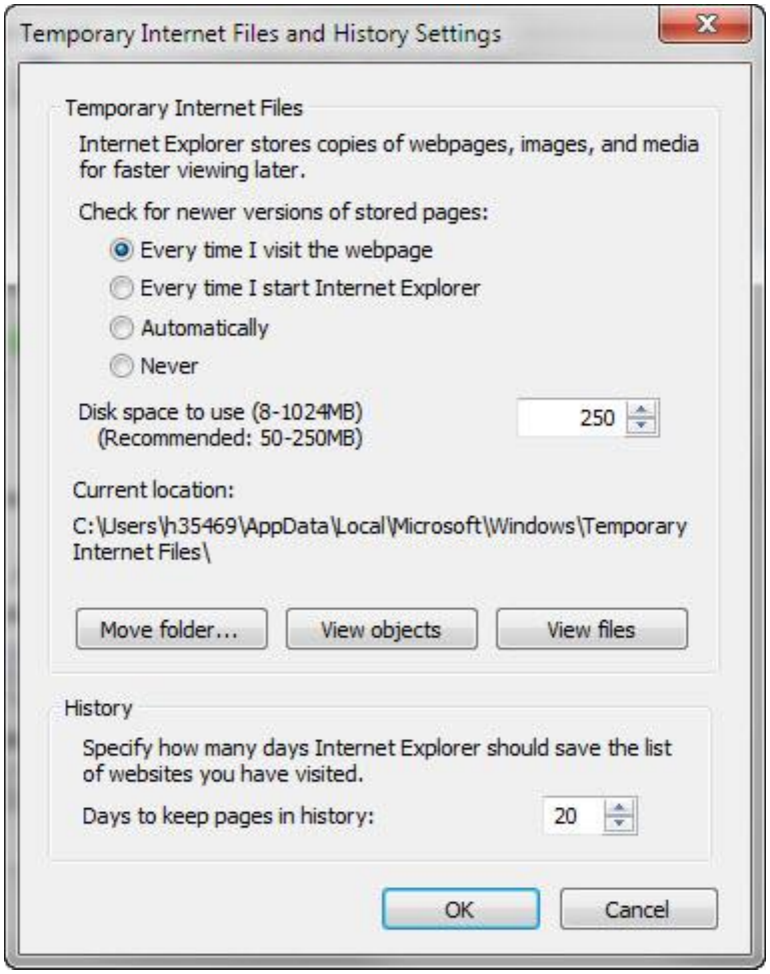


Figure 3 - Settings Window

Security Settings

Hill recommends adding the website address to the user's "Trusted Sites" list on their computers. This will help the website load more quickly.

To edit the security settings:

1. Open Internet Explorer.
2. From the "Tools" menu, select "Internet Options" to open the Internet Options window (Figure 1).
3. In the Internet Options window click on the "Security" tab (Figure 4).
4. Click on the "Trusted Sites" icon and then click on the "Sites…" button to open the Trusted Sites window (Figure 4).

Type in the MyLCM website address, https://app.mylcm.com, and click on "Add" and then click on "OK" to return to the Internet Options window (Figure 5).

5. Click “OK” on the Internet Options window to complete the recommended security settings update.

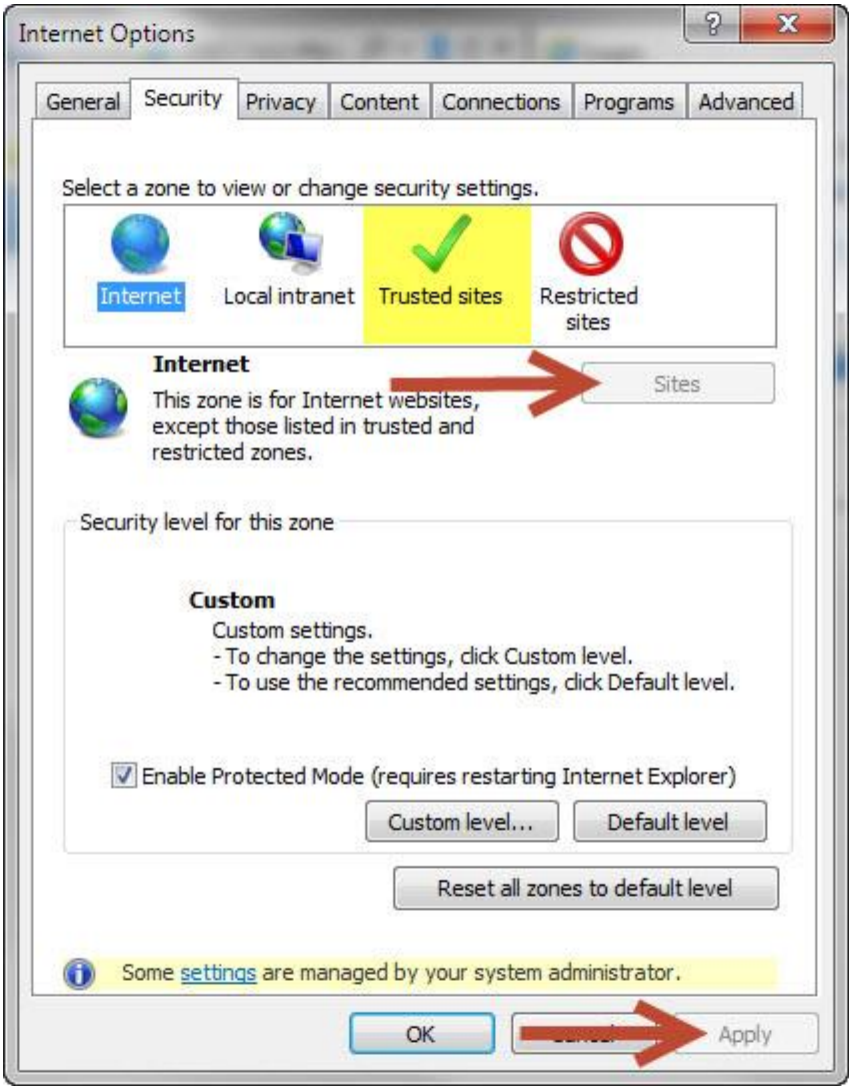


Figure 4 - Internet Options Window, Security Tab

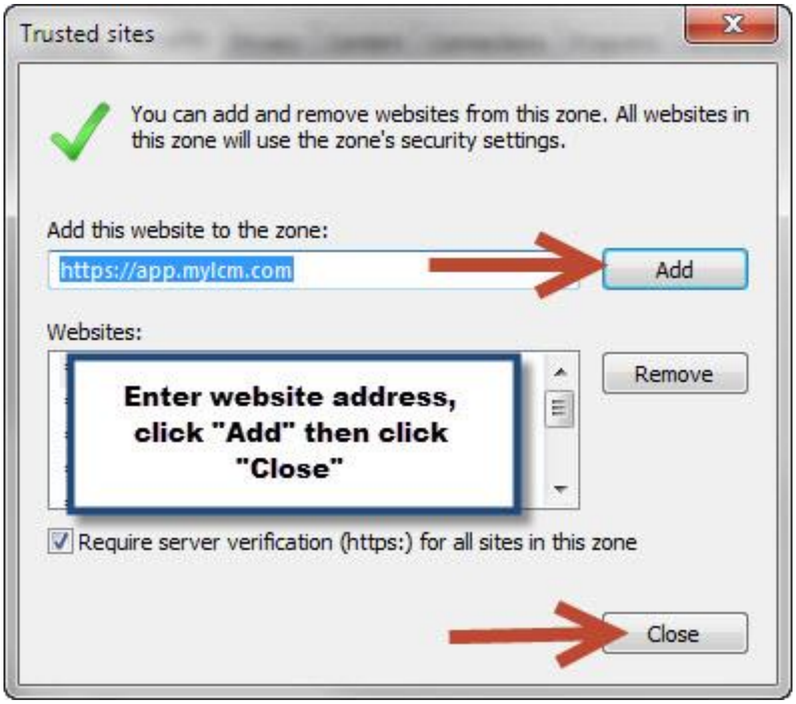


Figure 5 - Trusted Site Window

2.2 Registering with MyLCM System

Online registration must be completed before contractors can begin using MyLCM. To complete this process:

Note: Your Company should register only once regardless of the number of users, projects, or agencies.

Type the following address into the Internet Explorer browser address bar: https://app.mylcm.com. This will direct the user to the homepage for MyLCM (Figure 6).

1. Click the Register button to continue.

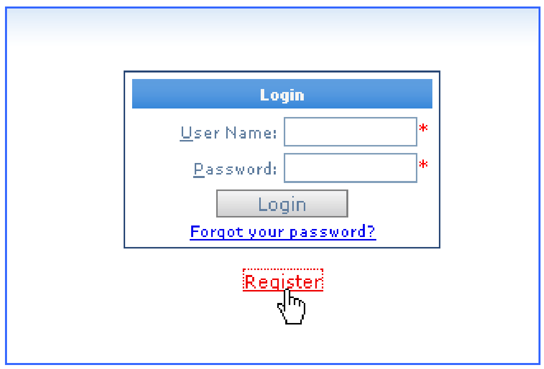


Figure 6 – homepage

The Registration information requested on the first registration screen is divided into five sections (Figure 7).

General Information

Note: You will need to select 'Seattle Housing Authority' as the Agency.

Contact Information

Note: The company contact is the individual who will be using or administering the use of MyLCM. All correspondence and update information will be directed to this individual.

Company Information

Certified Information

Your Username and Password

Note: User Name should be your email address.

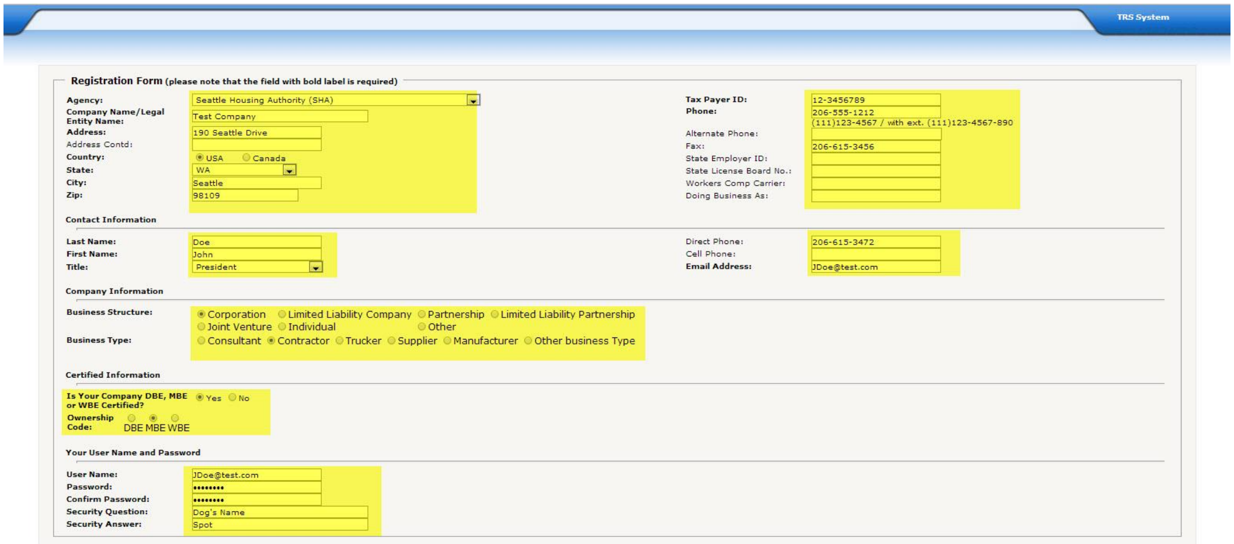


Figure 7 - Registration Form

Note: SHA requires ALL highlighted fields need to be filled out from Figure 7

2. Enter the code given in the bottom of the screen and click "Submit" (Figure 8).

Figure 8 – Verification

You will receive a message "Your registration is successful" and will be logged into the MyLCM application.

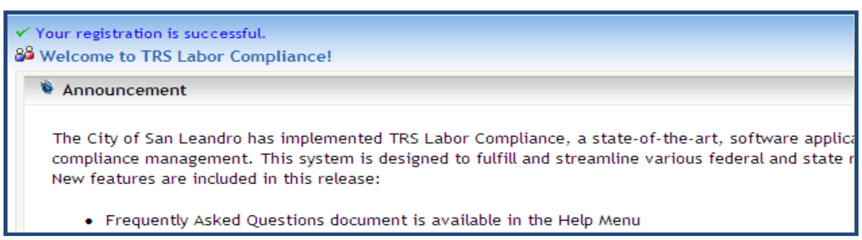


Figure 9 - Successful Registration

2.3 Logging in to MyLCM System

1. Open the Internet browser and type in the following website URL in the address bar https://app.mylcm.com
2. This will bring you to the login screen. Enter the User ID and Password you created during your registration into the fields listed and click “Login” (Figure 10).

   Note: Username should be your email address. If you have forgotten your password, click the ‘Forgot your password’ link.

   ****Attempting to log in more than 3 times unsuccessfully will result in locking your account.***

   If your account has been locked, you will not be able to recover your password with the security question and will want to contact support @ lcm-support@hillintl.com ; or via the ‘Contact Us’ link to have your account unlocked.

   Note: Company Admin Users have access to unlock other employees within your company. Go to the Admin>Manage Users menu, remove the check mark located to the right of the user’s name that is locked.

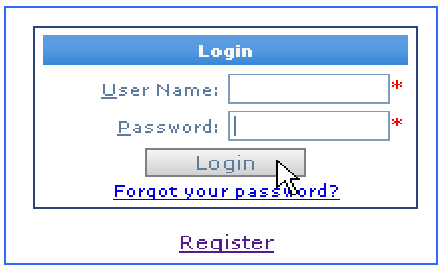


Figure 10 - Login Screen

3. You may see announcements and messages such as those in Figure 11 when you log on. You can click on the link to be directed to the CPR Page.

Figure 11 – Announcement and Message Board Screen

2.4 Selecting a Project

When you log in to the application, you will see a list of menus on the top of the screen.

To select a project:

1. Select "Project" from the main menu.
2. Scroll down to "Select Project" (Figure 12).

Figure 12 - Selecting a Project Screen

Note: If you get a 'No projects found' message, please contact whomever your contract is with to be assigned. See Chapter 3 for tasks you may do while waiting for the assignment to take place. Once assigned, you will see the project immediately.

3. Click on the project, drilling down through all tiers (font will then change to purple).

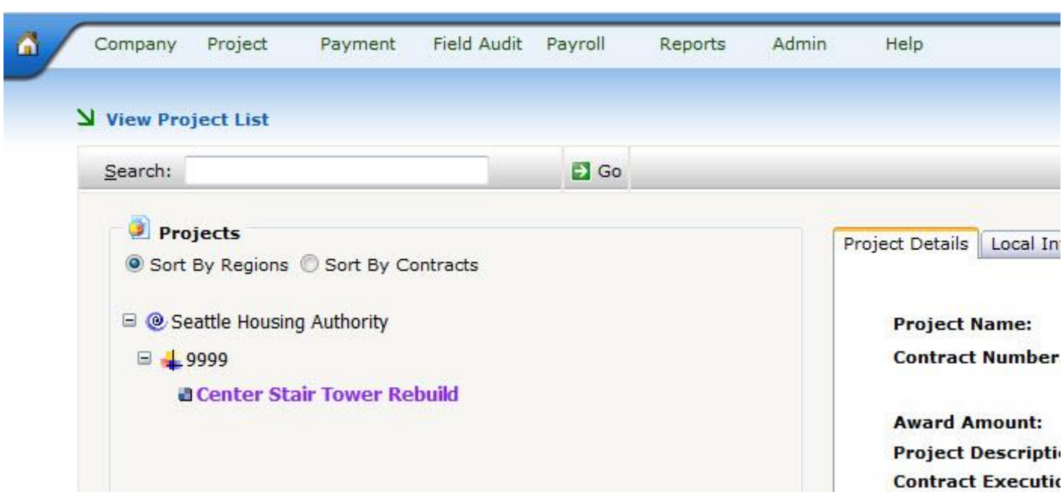


Figure 13 – Select Project Screen

The project name will appear on the left hand side of the screen and on the right hand side of the screen you will see the “Project Details” and two additional tabs, “Local Information” and “Associated Documents”

You may click on those tabs at any time (see Figure 14 and Figure 15).

2.5 Associated Documents

Figure 14 – Project Details tab

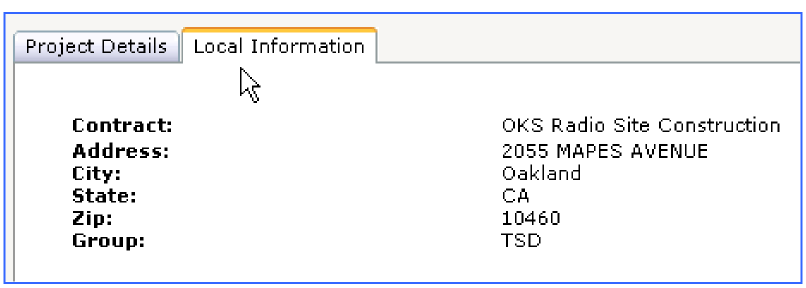
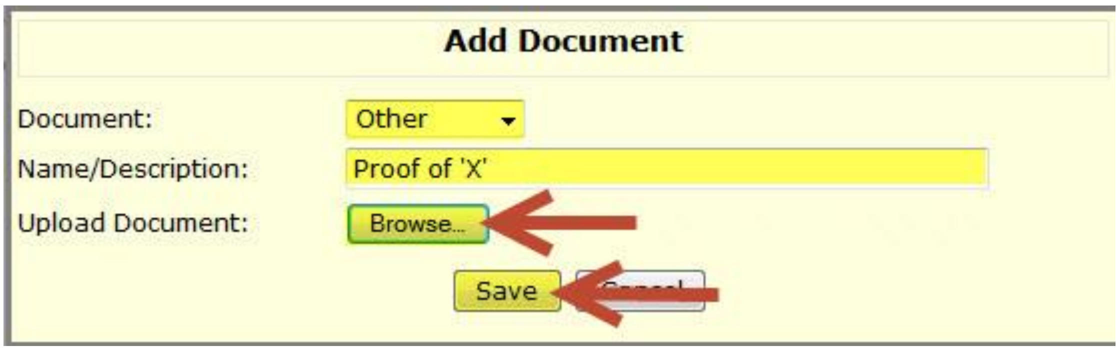


Figure 15 – Local Information tab

The Associated Documents tab is where you will upload any required documentation such as Proof of Apprenticeship, Proof of Correction for Underpayment, etc.

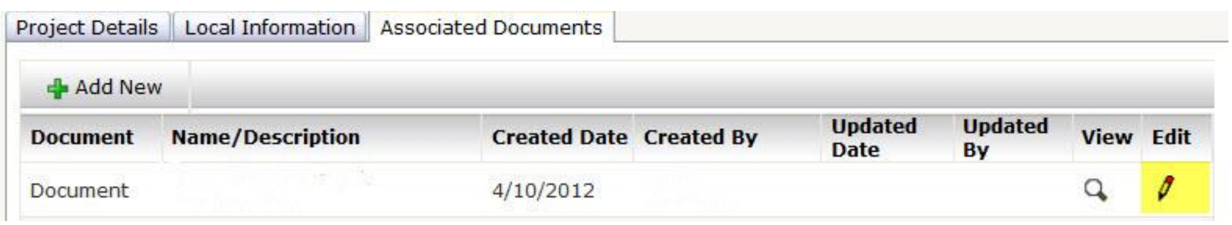
To upload a document, click 'Add New'. This will bring you to the Add Document screen:



Choose document type 'Other' in order to enter a description
i.e. Proof of Underpayment- Contractor 'X' Employee 'Y' Weekending date 'Z'

Click 'Browse' to find the document you wish to upload and click 'Save'

The document will then be added for only your company and SHA to see:



To Edit the Name/Description of the document after having uploaded the document, you will need to go to the "Associated Docs" tab and double click on the pencil icon to the right of the document. (See illustration above) From the option, you can also delete the document if necessary. Once complete with edit, click Save.

2.6 Logging out of MyLCM System

You may log out of the LCM System at any time by clicking “Logout” in the upper right-hand corner of the screen (Figure 16).

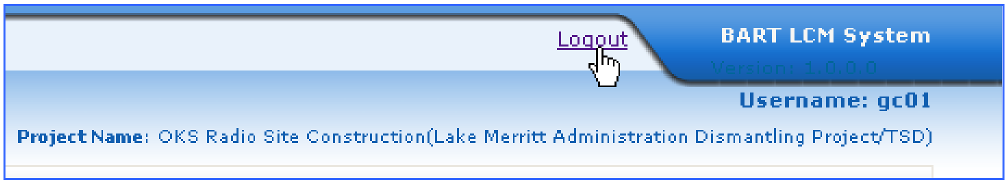


Figure 16 - Logout

CHAPTER 3 COMPANY SETUP

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3.1 Introduction

Contractors should perform a number of tasks in order to prepare for submitting payrolls for their company. These tasks include adding users, selecting company crafts, adding employees, and adding fringe benefit packages.

Each task may be done prior to being assigned to a project. The tasks are described in detail in the following sections.

3.2 Adding System Users

The application contains three defined roles so firms may provide security for the data being submitted. Each role is responsible for a set of tasks. The table below identifies these access levels of each user role:

Table 1 - User Types

Company Admin	Data Entry	Submitters
Add/Edit all user information	Edit own user information	Edit own user information
Add/Edit employee profiles	Add/Edit employee profiles	Add/Edit employee profiles
Assign Subcontractors	Assign Subcontractors	Assign Subcontractors
Add fringe benefits	Add fringe benefits	Add fringe benefits
Select Crafts & Classes	Select Crafts & Classes	Select Crafts & Classes
Create CPRs	Create CPRs	Create CPRs
Sign and submit CPRs		Sign and submit CPRs
View own and subcontractor CPRs	View own and subcontractor CPRs	View own and subcontractor CPRs

The user account created during the registration is an Admin user. This section will explain how to add a new user; the next section will describe how to edit existing user accounts.

From the Admin menu, select "Manage Users" (Figure 17).

Figure 17 –Manage Employees Menu Screen

This will direct your web browser to the User List screen

On the User List screen, click the “Add New” button. This will open a new window (See Figure 19).

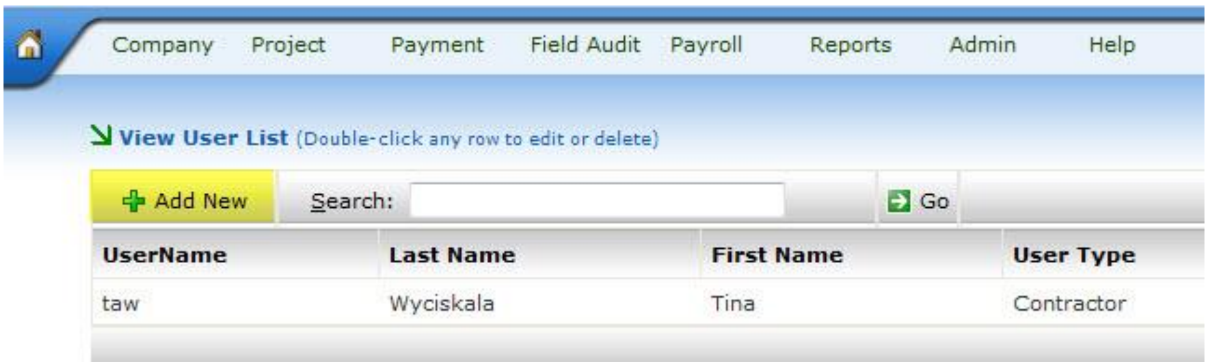


Figure 18 – User List Screen

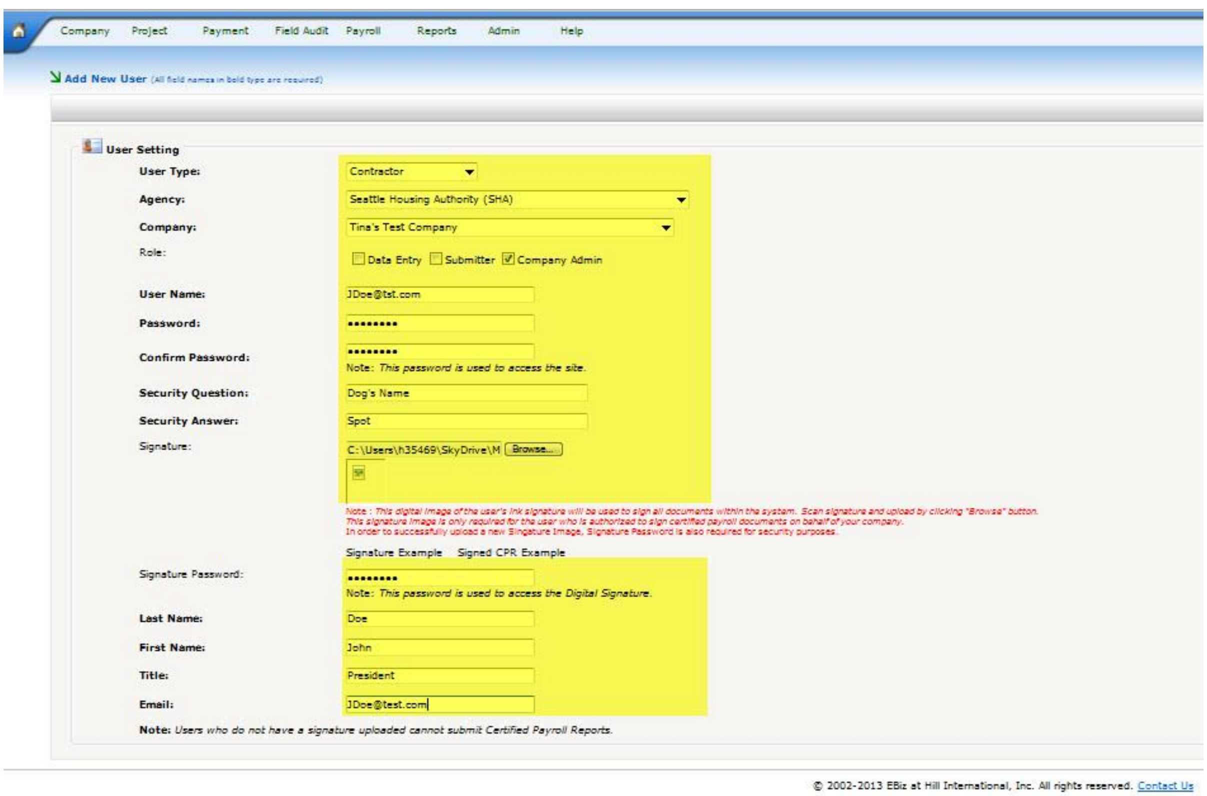


Figure 19 –Add New User Screen

1. Select a role
2. Fill in all mandatory fields:
   - Username

     Note: All User IDs should be e-mail addresses.
   - Password

     Passwords must contain 8 or more characters with at least one character being a special character (i.e. :!@#$)
   - Confirm password
   - Security question and answer (to be used if password is forgotten)
   - Last/First name
   - Title
   - Email

3. If you are to have signature privileges (Company Admin or Submitter only), then an electronic image of your signature must be uploaded

   Accepted signature formats: .jpg, no PDF's accepted.

   Signature files must be cropped down to just the signature do not upload whole page. Email lcm-support@hillintl.com if you require assistance with formatting the signature file.

   PDF FORMAT WILL NOT BE ACCEPTED.

   To upload signature, click 'Browse' next to the Signature field and locate your file.

   Note: The file size of the signature file should not exceed 100kb.
4. Add a signature password (no requirements, can be anything)
5. Once all fields are completed click "Save" (Figure 20). The new user will appear on the table of existing users on the next page. The new user will immediately be able to log into the MyLCM System.

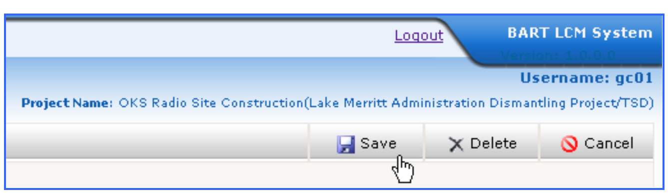


Figure 20 - Click on Save

3.3 Edit/Delete User Account

Administrators can edit or delete other users' profiles, including their own, while other users may only edit their own information.

To do this:

1. From the Admin menu at the top of the screen, click "Manage Users" (Figure 17).
2. From the list of Existing Users, double click on the username to edit. (Figure 21)

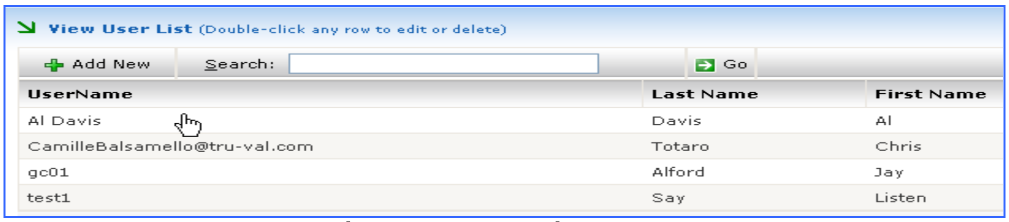


Figure 21 - User List Screen

3. This will direct your browser to the User Setting Screen (Figure).
4. To edit user's information, make any necessary changes and click on "Save" (Figure 22).

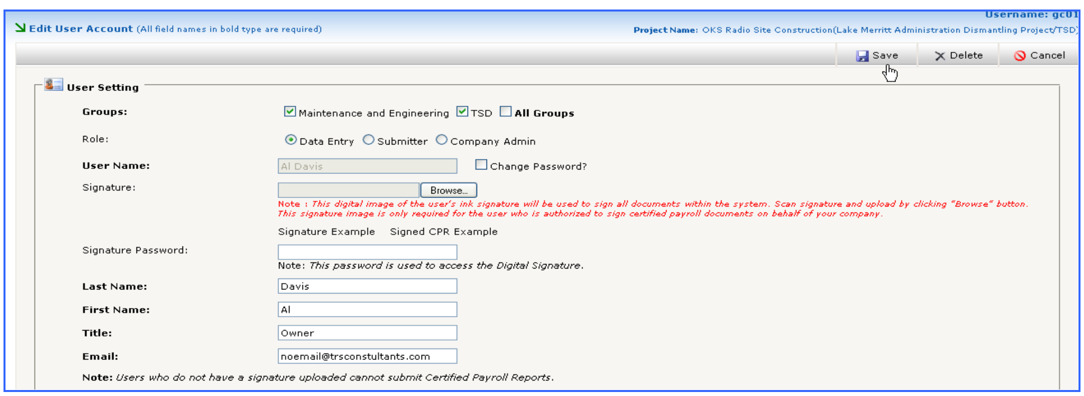


Figure 22 – Click on Save Screen

A message "The user data is saved successfully." In blue will appear in the "Manage User" screen (Figure 23).

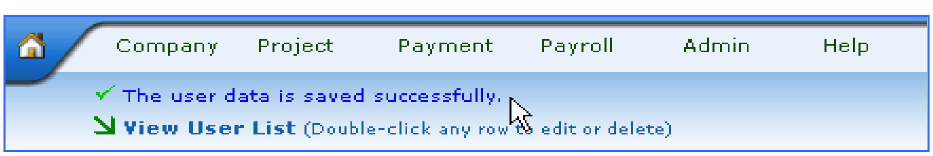


Figure 23 – Message "Data is Saved" Screen

The following information can be edited/added:

- User role (this can only be edited by admin users only)
- Password
- A signature image can be added (by admins & submitters only) if no signature exists. Follow the instruction for adding a signature in the previous section.
- Signature password (for users with signatures)
- Full name
- Title
- Email

To delete a user, from the "User Setting" screen, click on "Delete" from the "User Setting" screen (Figure 24).

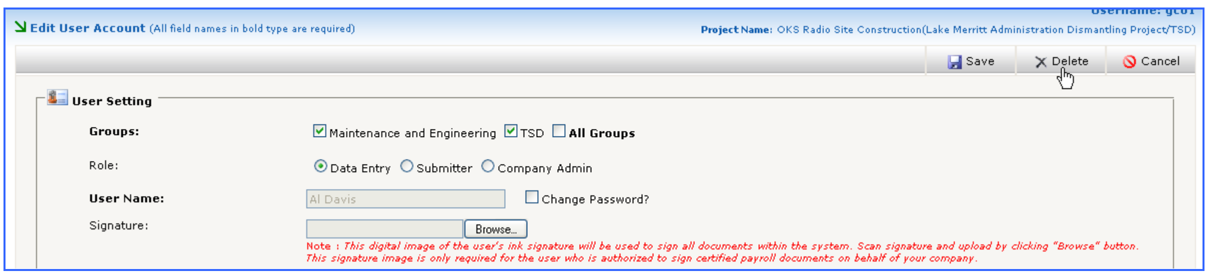


Figure 24- User Setting Screen

A message "Are you sure you want to delete?" will appear. Click on "OK" (Figure 25).

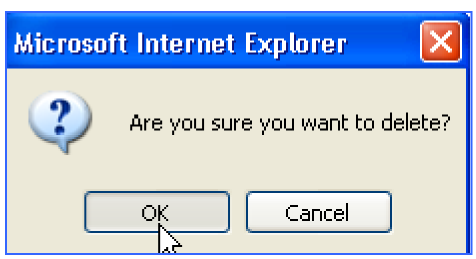


Figure 25 – Click on "OK" to Delete Screen

Once you click "OK" you will return to the "Manage User" screen." The user you have deleted will no longer appear on the "View User List."

Note: You must have at least one other company admin account to delete a company admin username.

3.4 Revising Company Profile Data

Throughout the year, you may have reasons to update the information in your company profile, such as a change in company contact or address change.

1. Go to the Company menu & select "Manage Company" (Figure 26)

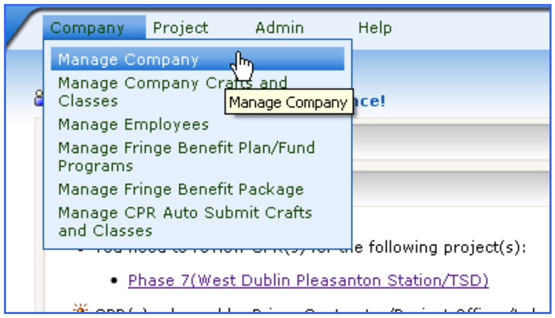


Figure 26 - Select Company Profile

2. Make any necessary changes click 'Save'.

Note: The Tax Payer ID cannot be edited, if you entered it wrong please contact Support to change it for you.

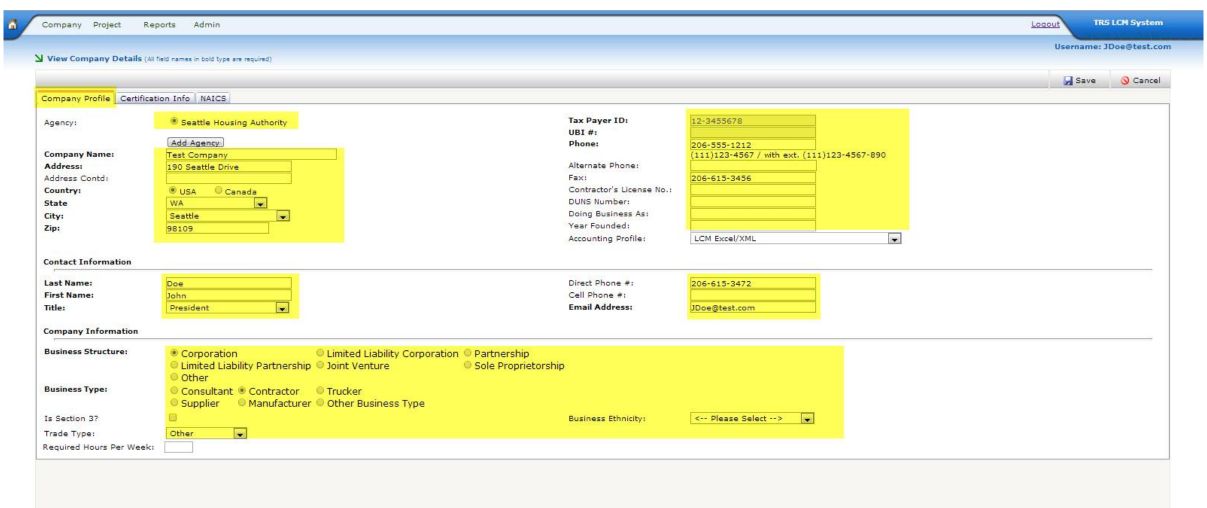


Figure 27 - Update Company Profile

3.5 Manage Company Classes and Crafts

The Department of Industrial Relations' list of crafts available is extensive. MyLCM enables contractors to identify the applicable crafts for their specific employees.

To select company crafts:

1. From the Company menu, click on the "Manage Company Crafts and Classes" option (Figure 28).

Note: This is to reduce the list of available crafts in the CPR data entry screen, do not select all; if you do your system will run very slow.

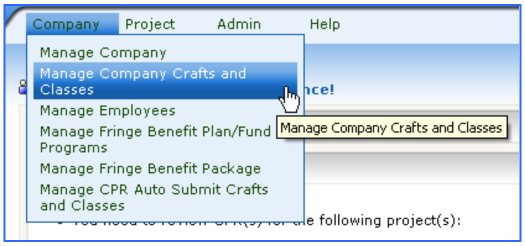


Figure 28 - Select Crafts & Classes Menu

This will direct your web browser to the Select Frequently Used Crafts and Classes screen (Figure 29).

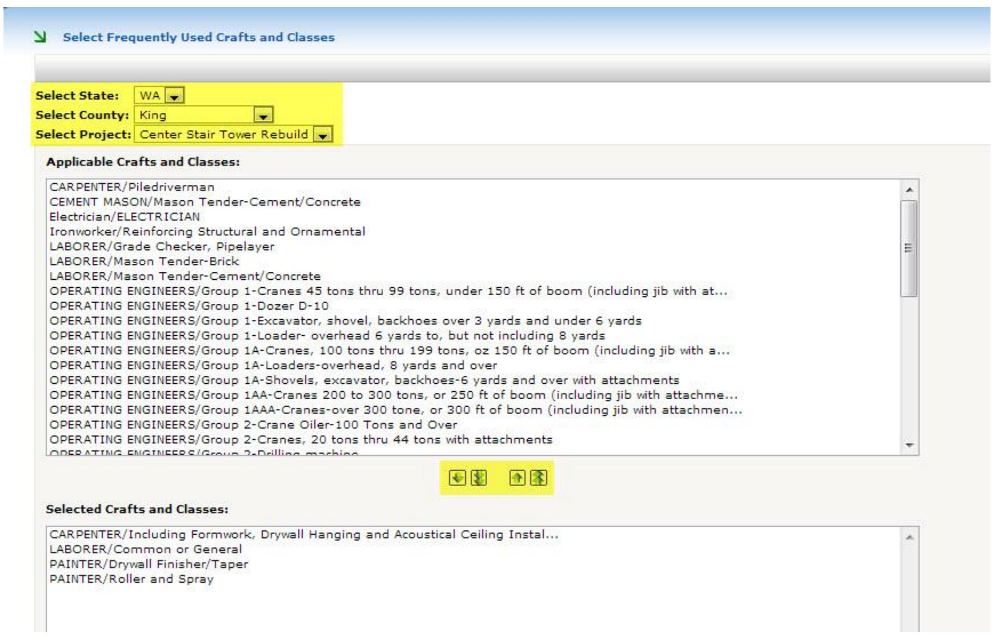


Figure 29 - Select Company Crafts

2. You will select "State" "County" & "Project" from the drop down boxes

   Note: If you do not see any projects listed, please contact whomever your contract is with to be assigned.

3. From the “Available Crafts and Classes” table at the top, highlight the applicable craft then click the button. This will create the list of “Selected Crafts and Classes” in the bottom screen.

Note: To select multiple crafts, hold the “Ctrl’ key and select the crafts and classes.

4. Click “Save” (Figure 30)

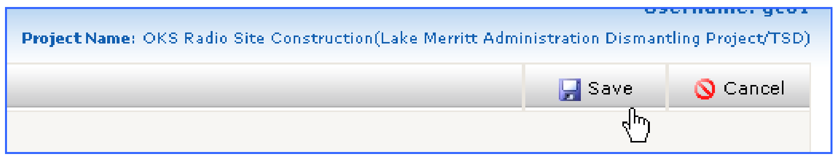


Figure 30 – Click on Save

3.6 Manage Employees

Once logged into the application, users may begin adding employees who will be working on the project. As employment conditions change, contractors may add additional employees at any time during the course of the project(s).

Note: Contractors who upload payroll files do not need to add employees. The employees will be added from the certified payroll report files. They may, however, need to edit employees if data changes or if any mandatory information is not contained in the payroll file.

To add an employee:

1. From the Company menu, select the “Manage Employees” option (Figure 31). The next screen will be the “View Employee List” screen. (Figure 32)

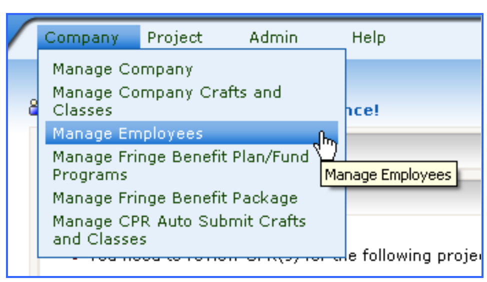


Figure 31 - Select Manage Employees Screen

2. Click on “Add New” to add an employee (Figure 32), a screen with two tabs will appear (Figure 33).
   - Employee Information

- Craft and Classes

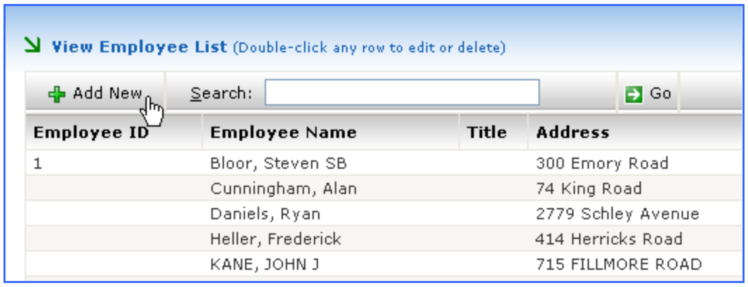


Figure 32 –Click on Add New Screen

3. Add all the employee information (Figure 33).

   Note: All highlighted fields are mandatory and must be completed prior to saving employee data per Seattle Housing Authority.

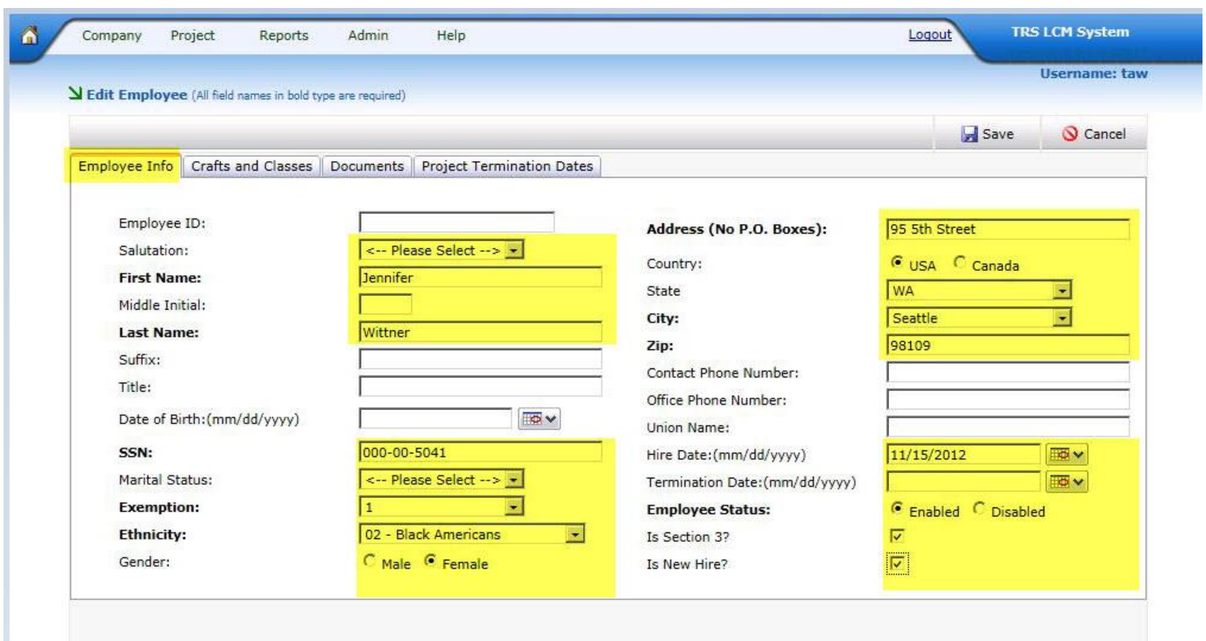


Figure 33 – Employee Info Screen

4. After completing the Employee Info tab, click on the “Crafts and Classes” tab.
5. Select the job class(es) that this individual works. This list is generated from the selected Classes and Crafts identified in the previous section. It is mandatory to

always default the employee’s craft; identify the default craft by clicking on the “Default” checkbox. (Figure 34)

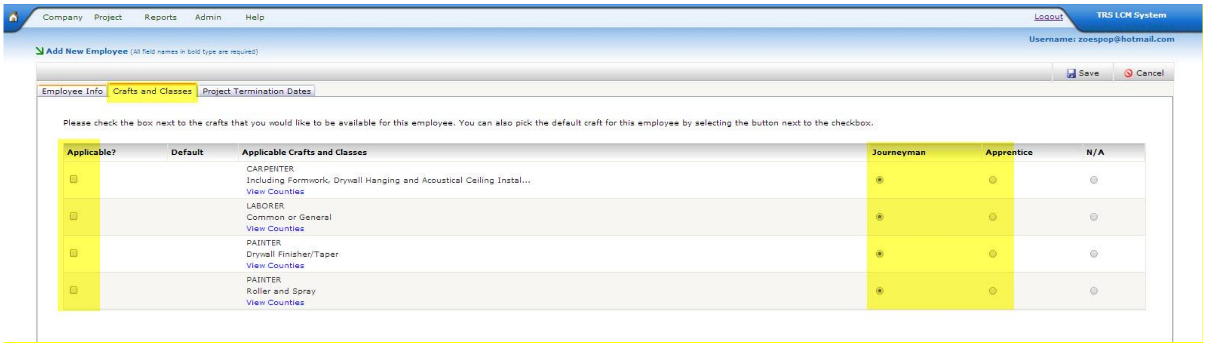


Figure 34 - Crafts and Classes Tab

Note: Each employee can have several Applicable crafts; however, they may only have one default craft.

6. After completing the employee, crafts and classes information, click “Save” If everything was entered properly the computer will indicate, “Employee has been successfully added/updated!”

7. Repeat these steps for each employee who needs to be added to the system.

Note: Employees may be added at any time during the project by repeating this process.

3.7 Edit Employee Profiles

If an employee’s information changes, someone will need to update this information in the application.

To do this:

1. From the Company menu select “Manage Employees”. The “View Employee List” screen will open.

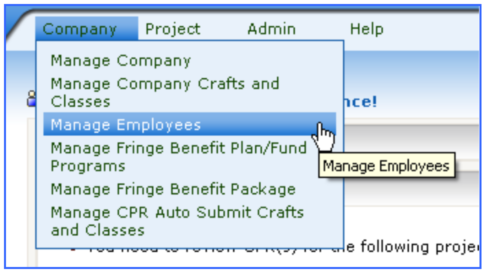


Figure 35 - Edit Employee Menu

2. Here you will see a list of all of the employees in the application (Figure 36), locate the employee's name and double click on it to edit.

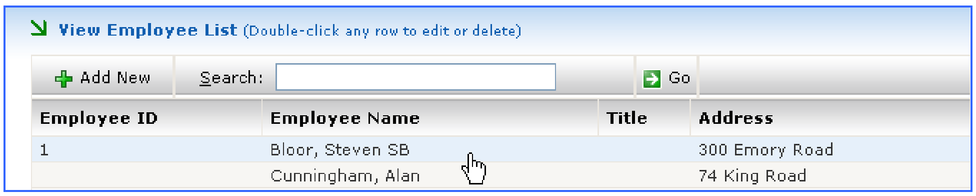


Figure 36 - Employee List Screen

3. Edit all applicable information and click the "Save" button.
4. You cannot delete an employee but you can disable them. To disable an employee, tick the box next to Disable in the employee's profile located on the bottom right hand side of the screen (Figure 37) and click 'Save'. This will eliminate obsolete employee names from showing up to be selected for the data entry each week.

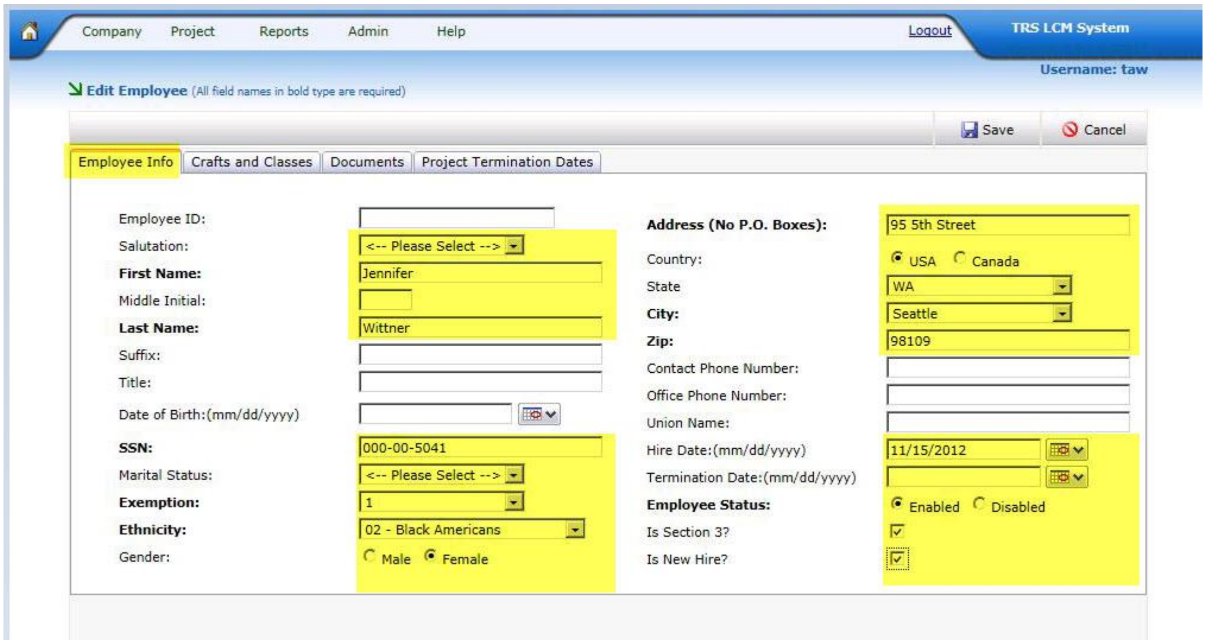


Figure 37 - Edit Employee Screen

3.8 Fringe Benefit Plan/Fund Programs

Enter Plan/Fund name(s) your company pays their Fringe Benefits to.

1. From the Company menu, select "Manage Fringe Benefit Plan/Fund Programs".

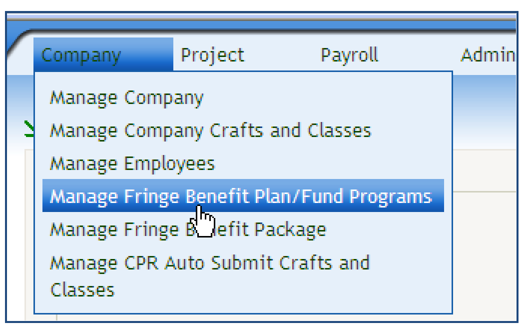
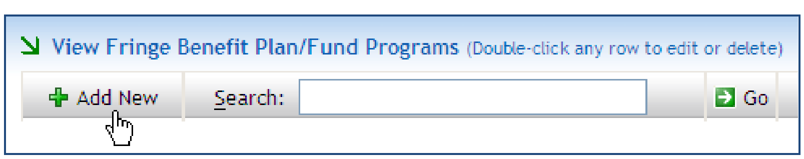


Figure 38 - Select Manage Fringe Benefit Plan/Fund Programs

2. Click on "Add New."



New Figure 39 - Click on Add New

Only the company name is mandatory, include here the company name(s) you pay fringes to on behalf of your employees. Please make a new one for each Plan/Fund you pay into. (Figure 40)

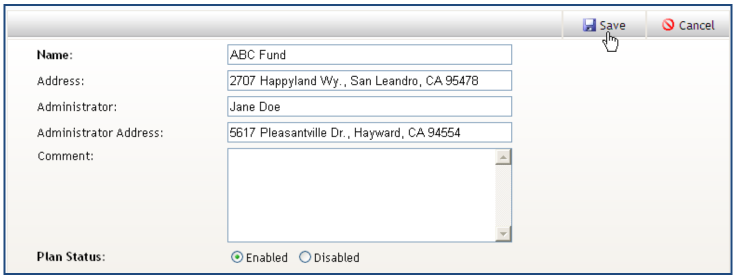


Figure 40 - Click on Save

To add others simply click “Add New” again and repeat.

You will be directed back to the Manage Fringe Benefit Plan/Fund Programs Screen (Figure 41).

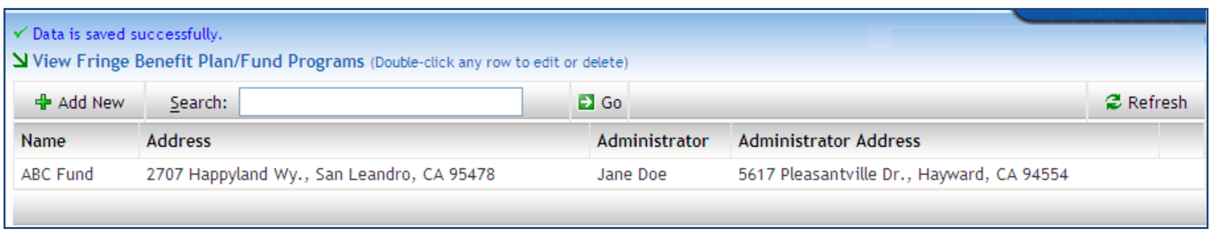


Figure 41 - Data Saved

3.9 Adding Fringe Benefit Packages

In addition to the basic hourly rate, contractors are generally required to pay fringe benefits either to an employee directly (in cash) or to funds on the employee’s behalf. The application has a set of standard fringe benefit categories (such as health & welfare, training, and vacation) as well as fields for other benefit types. The sum of each of the fringe benefit categories and the basic hourly rate equal the total hourly rate paid to the employee.

Because fringe benefits are often similar across projects, the application has a “Save As” feature which allows contractors to define a common subset of fringe benefits in order to easily create similar Fringe Benefit Packages.

- Fringe Benefit Packages – these are compensation packages for a particular group of employees on the project. Contractors must create Fringe Benefit Packages for each of your projects

This section will discuss how to add a Fringe Benefit Package.

To add a Fringe Benefit Package:

5. Click "Manage Fringe Benefit Package" from the Company menu (Figure 42). This will open the Manage Fringe Benefit Package screen (Figure 43)

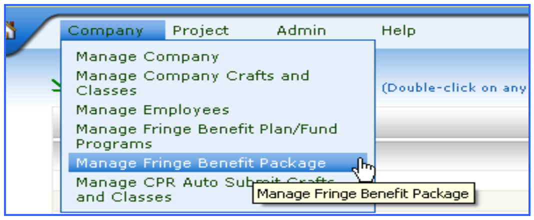


Figure 42 - Manage Fringe benefits Menu

6. Click the "Add New" button to create a new Fringe Benefit Package for this project.

Figure 43 - Manage Fringe Benefit Package Screen

The Benefit Package Summary screen will open .

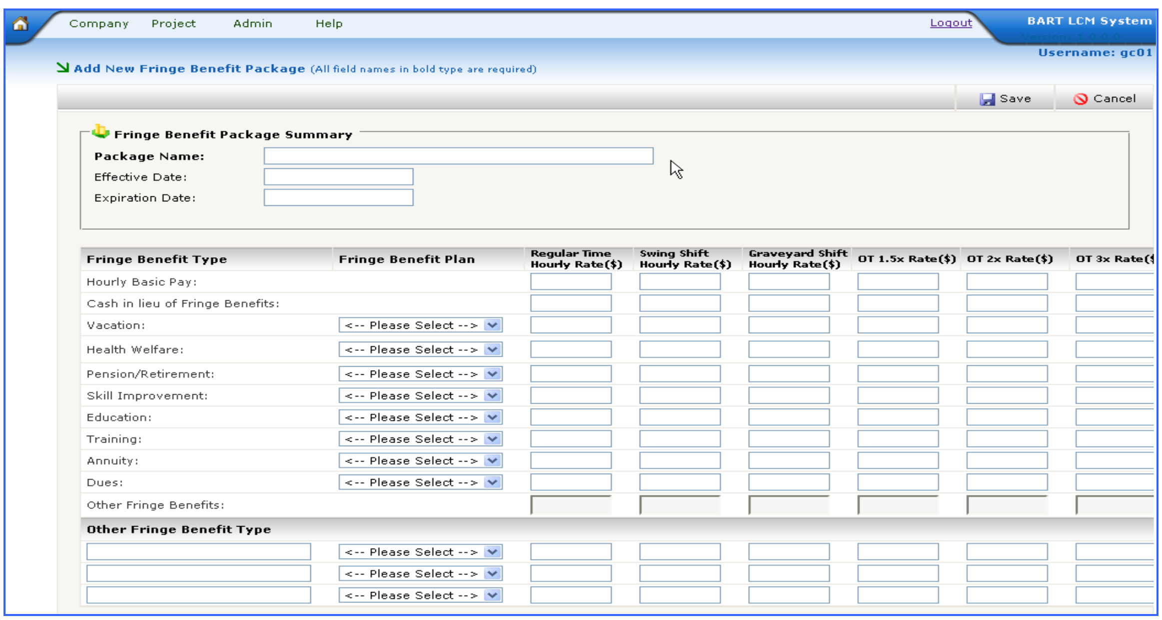


Figure 44 - Create Benefit Package Screen

7. Provide a name to describe the Fringe Benefit Package so that you know which employee(s) the package is for. (i.e. Carpenters or Carpenter Apprentices)
8. Indicate the effective date and expiration date of this fringe benefit (if applicable)

   Note: The purpose of the effective and expiration dates is to prompt contractors to update fringe benefit information. For example, this may be required for predetermined wage rate changes, Union determined wage rate changes, or for contractor imposed wage changes.

   If no changes to the fringe benefits are expected during the duration of the project, then simply leave the effective and expiration dates empty.

9. Provide a regular time rate and if you wish swing time, graveyard, and overtime hourly rates for the package under Hourly basic pay.

   Note: If employees all receive same fringe amounts but different hourly rates, you can leave the hourly basic pay blank and enter on the data entry screen.

10. If you pay your employee's cash in lieu of fringe benefits you will put this amount in the 'Cash in lieu of Fringe Benefits' box
11. Go to the first fringe you offer IE: vacation and in the first box put the required amount and click to select the next box, a message will pop up stating – Auto distribute option, copy this value to the remaining cells in the row? Click 'ok' to do this for all required fringes.
12. Next click the drop down arrows under Fringe Benefit Plan next to each fringe you pay for, and select the fund/plan that you pay those funds to.
13. Review to ensure that all the information is complete and then click "Save."

3.10 Defining Fringe Benefit Package Associations

Defining Fringe Benefit Package associations allows users to link Fringe Benefit Packages to particular crafts and/or employees for defaulting purposes. Each employee and each craft may be associated with several Fringe Benefit Packages.

To define Fringe Benefit Package associations:

1. . Click "Manage Fringe Benefit Packages" from the Company menu (Figure 45).

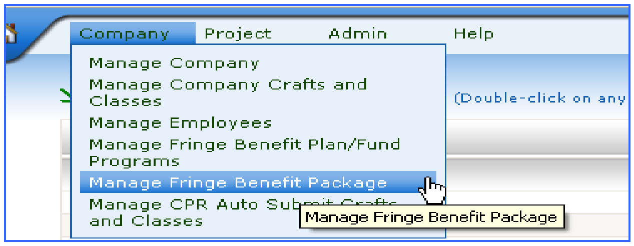


Figure 45 - Manage Fringe benefits Menu

This will open the Manage Fringe Benefit Package screen (Figure 46).

2. Locate the Fringe Benefit Package for which you want to define associations and click the “Define Associations” link.

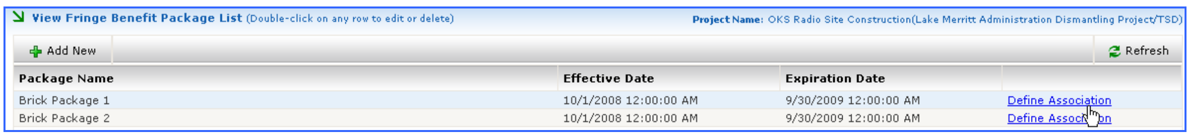


Figure 46 - Manage Fringe Benefit Package Screen

This will direct your web browser to the Define Associations screen (Figure 47).

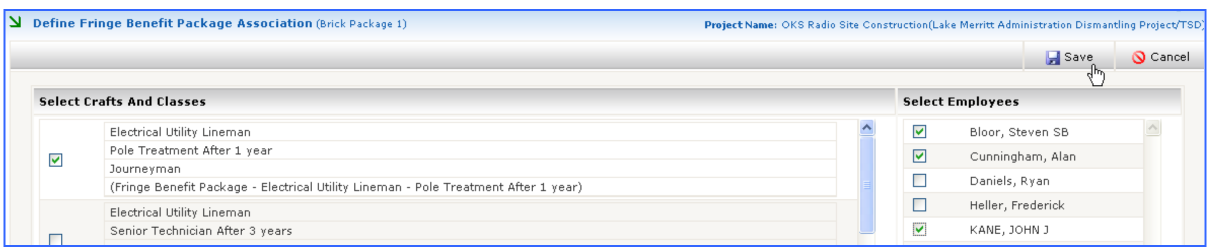


Figure 47 - Define Associations Screen

3. The Define Associations screen is divided into two columns. The column on the left lists all of the company identified crafts and classifications. The column on the right lists all of the employees stored in the application. Select all employees and/or crafts that will default to this Fringe Benefit Package by checking the box next to the name and click “Save.”

For defaulting purposes, the application first checks to see if an employee has a default benefit package. If so, the application will apply that package. If not, the application will check to see if the employee’s craft has a default Fringe Benefit Package and apply that package. If neither condition is met, then the Fringe Benefit Package will not default.

3.11 Creating New Fringe Benefit Packages from Existing One

You can create a new Fringe Benefit Packages that is similar to an existing one to save some time.

To do this:

14. From the Company menu, click on "Manage Fringe Benefit Packages" (Figure 48). This will open the Fringe Benefit Package List screen (Figure 49).

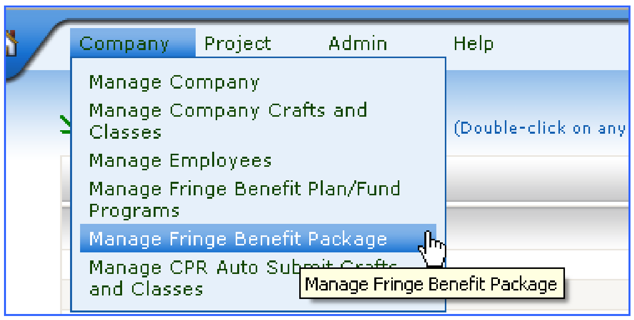


Figure 48 - Manage Fringe Benefit Packages Menu

15. Locate the Fringe Benefit Package that you want to copy from and double-click on the name. This will direct your web browser to the Benefit Package Summary screen (Figure 49).

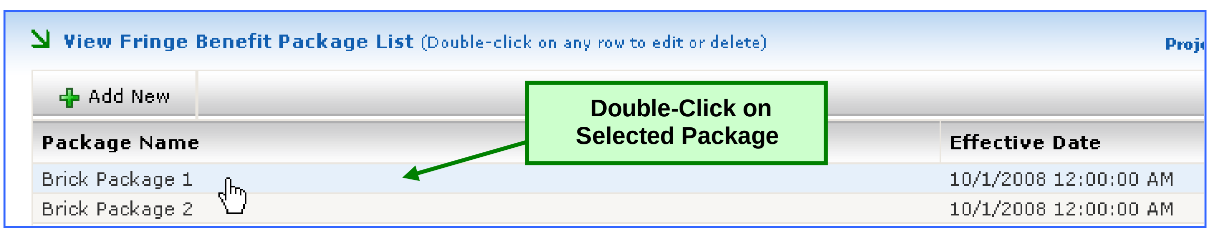


Figure 49 - Select Package Screen

16. The created Fringe Benefit Package screen will be populated with all of the information contained. Replace the name of the package with the new name, make any necessary changes, and then click "Save As."

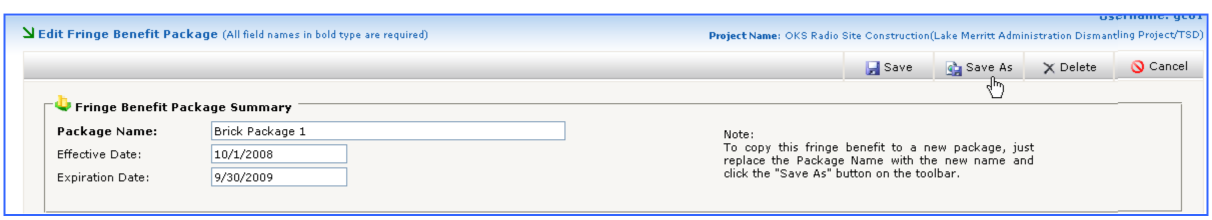


Figure 50 – Click on "Save As" Screen

3.12 Editing and Deleting Fringe Benefit Packages

If Fringe Benefit Packages change during the course of the project, contractors may elect to either edit the package to reflect the changes or delete the package altogether.

To do this:

1. From the Company menu, click on “Manage Fringe Benefit Package” (Figure 51). This will open the Fringe Benefit Package List screen.

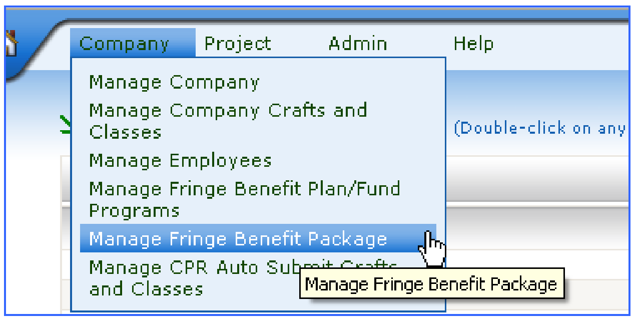


Figure 51 - Manage Fringe Benefit Packages Menu

2. **To Duplicate**: To duplicate package info to save time in data entry for multiple packages:

   Locate the Fringe Benefit Package that you want to copy from and double-click on the name. This will direct your web browser to the Benefit Package Summary screen (Figure 52). To copy the package and use in a new package, simply change the package name and any amounts required and click ‘Save As’.

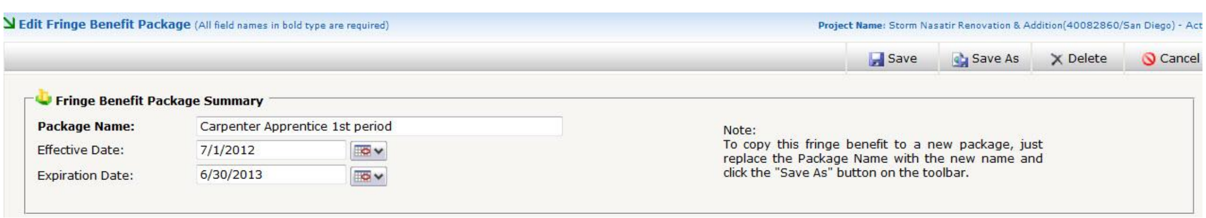


Figure 52 - Click on Delete Screen

3. **To Delete:**

   Note: All Classifications and employees should be undefined prior to deleting a Fringe Benefit Package.

   On the right hand corner of the screen, click on “Delete” to delete the Fringe Benefit Package. Before the application deletes the package, you will need to confirm this action by clicking “OK” on the dialog box (Figure 53).

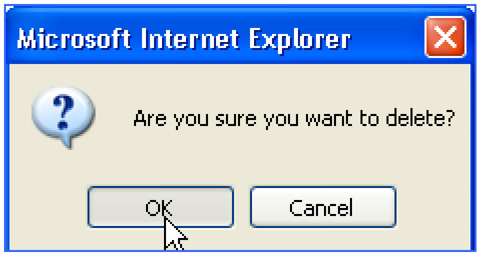


Figure 53 - Delete Package Confirmation

4. **To Edit:** Follow steps 1 and 2. Make any changes to the information and click "Save" (Figure 54). This will return your web browser to the Manage Fringe Benefit Packages Screen.

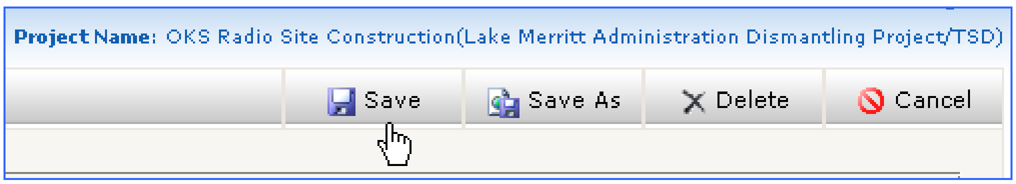


Figure 54 – Click on Save Screen

CHAPTER 4 PROJECT SETUP

In This Chapter

4.1	Introduction	40
4.2	Assigning Subcontractors	40
4.3	Manage Fringe Benefit Statement	41
4.4	CPR Submittal Process	44
4.5	Manage CPR Auto Submit Crafts and Classes	44

4.1 Introduction

All of the tasks described in the previous chapter are project independent. This chapter describes the tasks that contractors need to perform for each of their projects.

4.2 Assigning Subcontractors

A subcontractor has to be assigned to a project prior to submitting certified payrolls.

To perform this function:

1. Select the project to which you need to assign your subcontractor(s).
2. Select from the Project menu "Assign Subcontractor" (Figure 55). These firms will be expected to enter weekly payrolls.

   Note: The prime contractor must assign first-tier subcontractors before first-tier contractors can assign their own subcontractors. If the project(s) is not listed, contact the prime to determine the status.

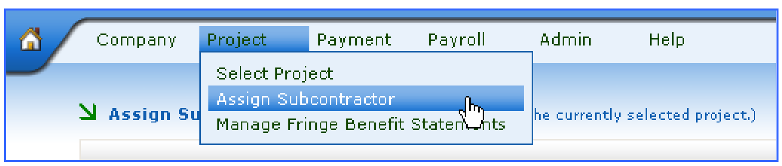


Figure 55 - Assign Subcontractors Menu

3. A new screen will appear showing a list of available subcontractors and a list of assigned contractors.

   Note: If a subcontractor does not appear on the list, please verify with them that they have registered themselves in MyLCM. If they have registered, be sure they have selected the correct agency of Seattle Housing Authority (under Company>Manage company>Add agency)

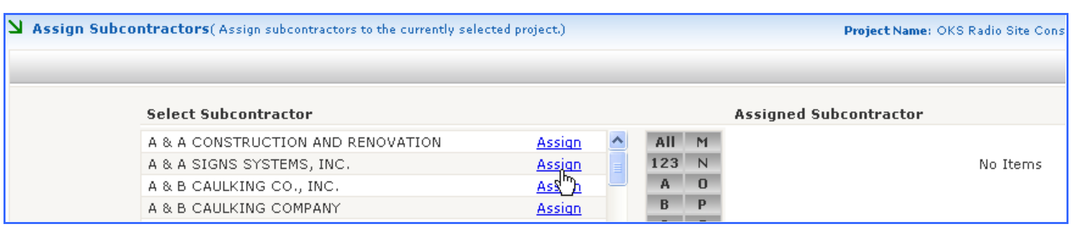


Figure 56 – Assigning Subcontractor(s) Screen

Note: To search for a Company, you may click on the starting letter of the firm's name to avoid having to scroll as much.

4. Find the contractor name and click 'Assign' (Figure 56)
5. Enter the contract value into the contract amount box (Figure 57).
6. Save the assignment by clicking on "Submit" (Figure 57).

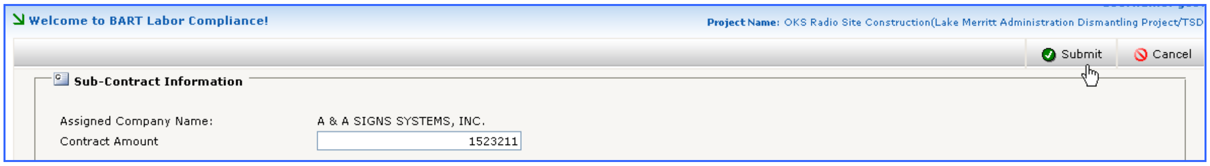


Figure 57– Add/Edit Subcontract Amount

4.3 Manage Fringe Benefit Statement (N/A for SHA please skip)

In order to manage the Fringe Benefit Statements you must make sure that you have defined a Fringe Benefit Package Association, (See section 3.11)

Note: If you have multiple packages that apply to the same classification, you must define and submit the fringe benefit statements one at a time

1. From the Project Menu, select “Manage Fringe Benefit Statement.”

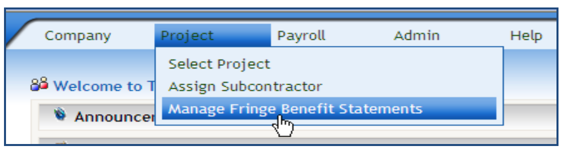


Figure 58 - Select Mange Benefit Statements

2. Click on “Add New.” *If you do not see the package you wish to submit, make sure that you have defined a Fringe Benefit Package Association for it.

Figure 59 - Add New

3. Check the box(es) of the Package(s) you would like to select and click ‘Submit’ (Figure 60)

Figure 60 -Select Package

4. Click on sign located at the bottom of the page and enter the signature password

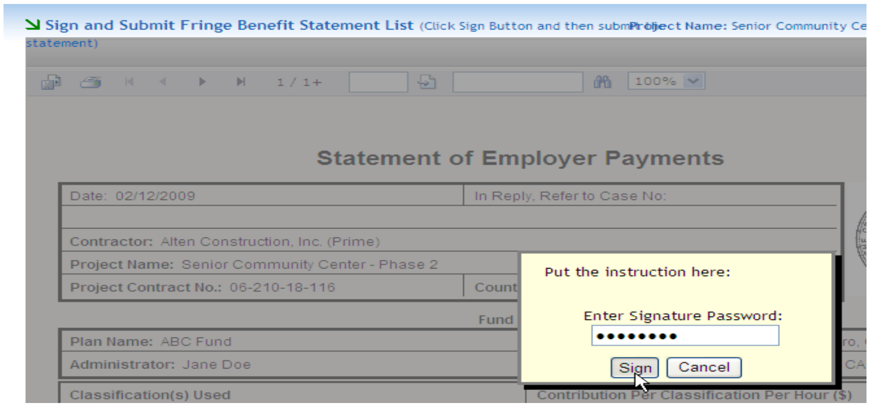


Figure 61 - Enter Signature password

5. Click on “Submit.”

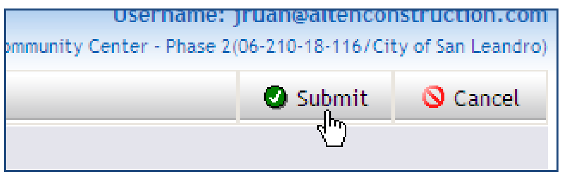


Figure 62 - Click on Submit

6. You will return to the Fringe Benefit Statement Screen.

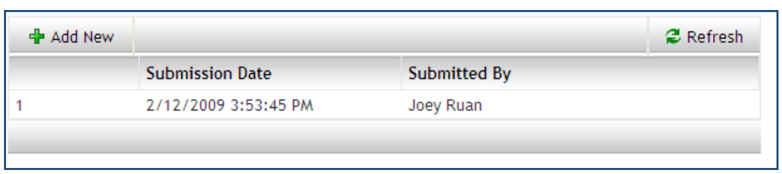
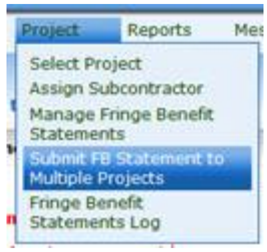


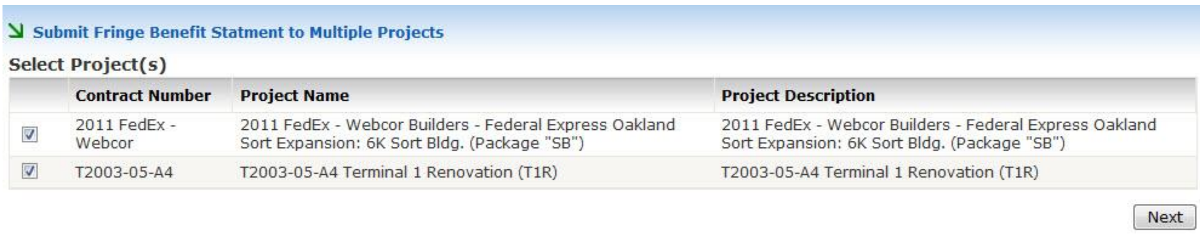
Figure 63 - Fringe Benefit Statement List

To Submit Fringe Benefit Statements for multiple projects (if applicable):

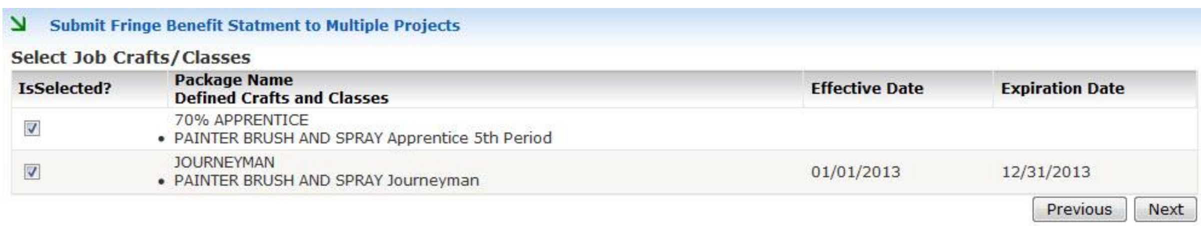
1. From the Project Menu, select “Submit FB Statement to Multiple Projects”.



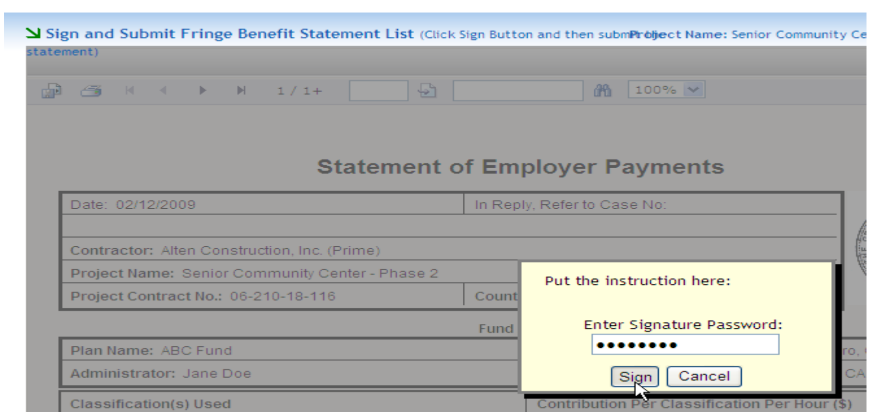
2. Select the applicable projects and click 'Next'



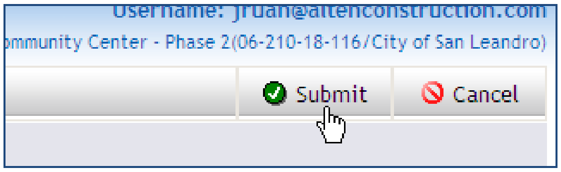
3. Select the applicable Fringe Benefit Packages and click 'Next':



4. Click on sign located at the bottom of the page and enter the signature password



5. Click on 'Submit'



4.4 CPR Submittal Process

The MyLCM system provides two options for submitting certified payroll reports:

Option 1: Manual Submit utilizes a web version of a standard certified payroll form to report the certified payroll data via manual data entry.

Option 2: Auto Submit is an advanced feature designed to eliminate the double data entry of payrolls. The MyLCM system works with some accounting payroll systems in the construction industry to automatically extract the electronic certified payroll data from an output file of the contractor's payroll system. If interested, please email customer support at lcm-support@hillintl.com. Provide your company name and payroll software used (including specific version #). We will let you know if we have an interface available. If not, there are still two other options to be able to upload: 1) Have a custom interface created (fee involved) or 2) Use our .csv template (no fee) to enter your data into prior to uploading.

4.5 Manage CPR Auto Submit Crafts and Classes

*This is only used if you upload your certified payrolls into MyLCM.

Manage CPR Auto Submit Crafts and Classes is an advanced feature designed to map the job classifications that the contractor uses in their payroll packages to the classifications used by the Comptroller.

1. From the Company Menu, select "Manage CPR Auto Submit Crafts and Classes," (Figure 64).

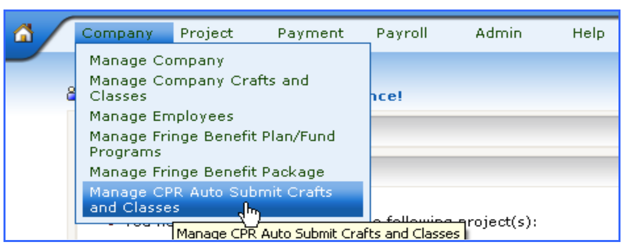


Figure 64- Select Manage CPR Auto Submit Craft and Classes

This will open the Crafts and Classes Data Mapping screen (Figure 65). On the left hand side of the screen you will see the Job Group and Classes from the payroll package that was imported. On the right hand side you will see the classifications that your company had selected in Section 3.5.

2. Double-click on any row to begin mapping the Job Craft and Classes.

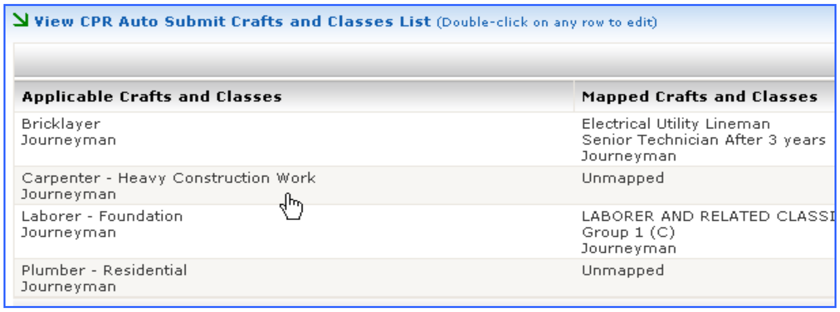


Figure 65 – Job Groups and Classes Data Mapping

3. Click on the down arrow to select the specific trade (Figure 66).

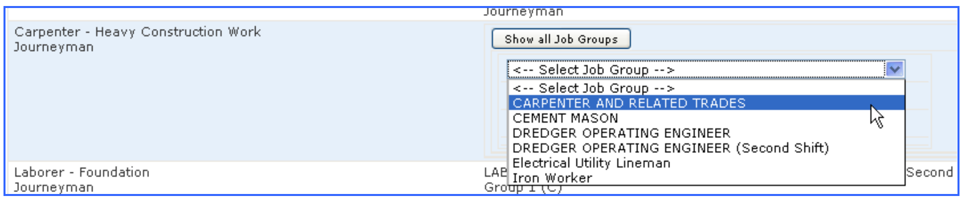


Figure 66 – Click on the down arrow to Select

4. Specify whether the classification is a Journeyman or Apprentice.
5. Click on “Update.

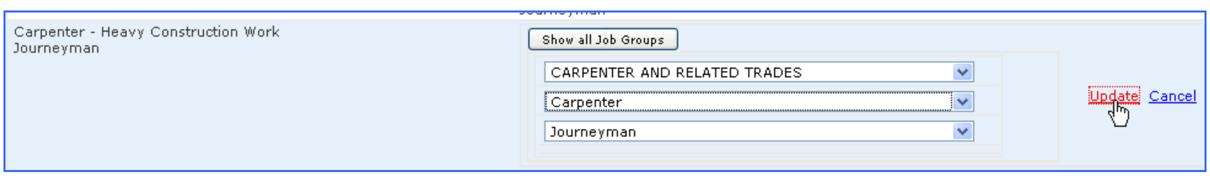


Figure 67 –Mapping Job Groups and Classes

You have now completed the one-time set up for working on payrolls. The next chapter will discuss your four options for reporting weekly labor activity on the project.

Chapter 5 Submitting Certified Payrolls Reports

In This Chapter

5.1	Introduction	47
5.2	About Certified Payroll Reports	47
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5.4	Submitting a Certified Payroll Report – Manual Submit	52
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5.7	Submitting a Non-Performance Report	62

5.1 Introduction

Each week, whether or not the contractor performs work on the project, they must submit information to the Seattle Housing Authority. During weeks when work is performed, contractors must submit a certified payroll report (CPR). If no work has been performed, then the contractor shall submit a Non-Performance Report for the week or suspend payrolls indefinitely. This chapter will discuss how to submit a CPR, as well as how to submit a non-performance report.

5.2 About Certified Payroll Reports

The MyLCM System application information about each employee listed on the certified payroll reports. The following table along with the certified payroll report employee record (Figure 68) is designed to assist contractors to understand what is required. Each report is reviewed against several criteria. You will receive feedback on every certified payroll, either through an e-mail message (if rejected) or by viewing the payroll on the CPR Log.

Table 2 – Certified Payroll Report Data Description

Label	Description	Action Required by Contractor
A	Employee Profile Information – Name – Employees full name Address – Street address, city, and zip code Social Security Number Hire Date Gender Ethnicity Exemption – Marital status and number of exemptions	All of this information is contained in the employee profile. If any information is incorrect you can click the "Edit" button.
B	Job Group, Craft and Trade Information – The craft and classification that this employee performed on this project for this week. Apprentice Period: If Apprentice is selected.	This information may be defaulted from the employee profile via the 'Crafts and Classes tab'. If it does not appear, or is incorrect, contractors may be able to select the information from the dropdown lists. ***Note: The dropdown lists are limited to company specific crafts. To select from all crafts, you will need to click the "Show all Jobs" button.***

Label	Description	Action Required by Contractor
C	Basic Straight Regular Time, Swing Time, Graveyard, Overtime, Double, & Triple Time Hourly Rate of Pay – The basic straight time hourly rate of pay is the amount paid to the employee in cash before fringe benefits are added.	If a default Fringe Benefit Package is setup, then this information will populate it. Contractors may also select a fringe benefit from the fringe benefit dropdown list or manually enter the hourly rates.
D	Benefits Hourly Rate – Hourly fringe benefits paid to each employee.	If a default Fringe Benefit Package is setup, then this information will populated (if provided). Contractors may also manually enter the hourly rates.
E	Hours Worked for this project – the hours worked each day by this employee under this craft for this project.	You must type the hours
F	Other Project Hours – the total straight time and overtime hours worked by this employee on all other projects for this week (if applicable)	You must type the hours
G	Deductions – Standard deductions include FICA, SDI, Federal withholding, State withholding and Dues.	You must type the amounts
H	Other deductions or Other payments – these must be entered via the “Add/Edit Other Deductions” or “Add/Edit Other Payments” links	You must type the other payment/deduction description(s) and amount(s).

Label	Description	Action Required by Contractor
I	Project Wages – Project wages are the sum of the straight time project wages and the overtime project wages. ○ *Straight time project wages are calculated by multiplying the weekly straight time hours by the sum of the straight time hourly rate of pay and the straight time hourly cash benefit amount.* ○ *Overtime project wages are calculated by multiplying the total weekly overtime hours by the sum of the overtime rate of pay and the overtime hourly cash benefit amount* ○ *Double time project wages are calculated by multiplying the total weekly double time hours by the sum of the double time rate of pay and the double time hourly cash benefit amount.* ○ *Fund fringes are not included in the Project Wages.*	None, this field is calculated automatically
J	Gross Wages – The gross wages equals the project wages plus any wages the employee earns on other projects. This should be equal to the gross wages shown on the employee's paycheck.	You must manually enter the gross wages
K	Net Pay – The net pay is the amount that appears on the employee's paycheck. This shall be equal to the gross wages minus the sum of all deductions.	None, this field is calculated automatically ***Note: if the net pay is negative, verify that the gross wages are entered.***
L	Check Number – The number of the check or direct deposit ID issued to each employee.	You must manually enter the check/deposit number.

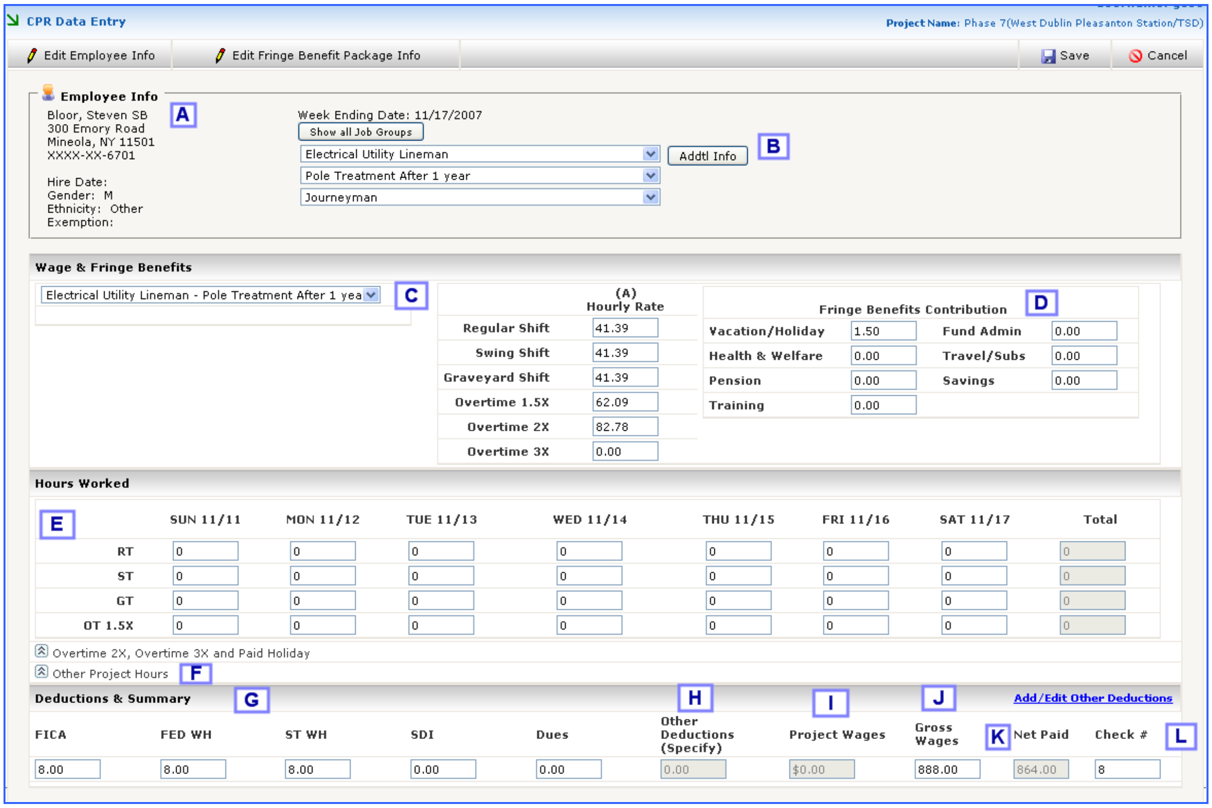


Figure 68 - Employee Payroll Record with Labels

5.3 The CPR log

In the CPR log contractors may view all previously-submitted certified payroll reports for each project and for every subcontractor.

To view these reports:

1. Select "Project" from the main menu.
2. Scroll down to "Select Project" (Figure 69).

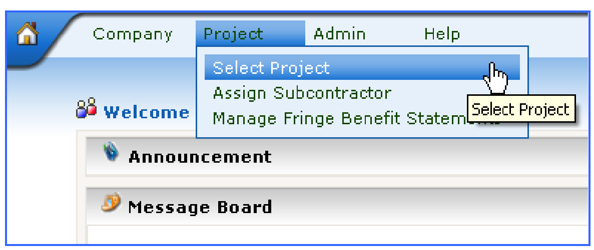


Figure 69 - Selecting a Project Screen

A list of groups will appear on the left hand side of the screen

3. Select a Group.

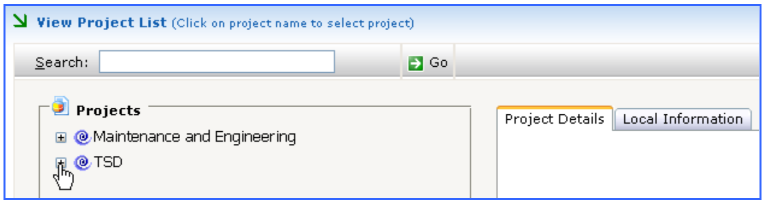


Figure 70 – Select Group Screen

A list of projects will appear below the groups selected.

4. Select a project. The project name will then turn purple (Figure 71) and an additional menu option (Payroll Reporting) will appear.

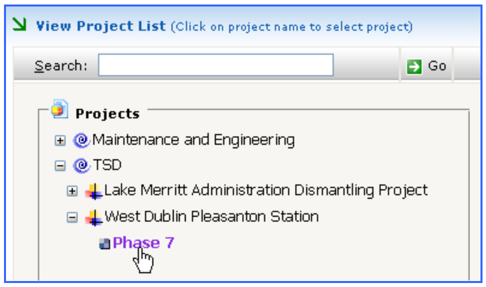


Figure 71 – Select Contract

Once a project is successfully selected the right hand side of the screen will show three tabs, “Project Details”, “Local Information”, and “Associated Documents”.

5. From the Payroll Reporting menu, select CPR Log.

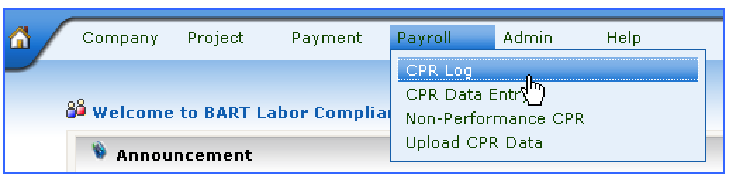


Figure 72 – Select CPR Log Screen

6. Select the contractor whose CPR you want to view by clicking “+” next to their name, this will expand the list to view their subcontractors. Click on the name of the contractor to view their CPR log (Figure 73).

Figure 73 – CPR Log Screen

7. Click on the symbol in the CPR column to review the CPR. (Figure 74)

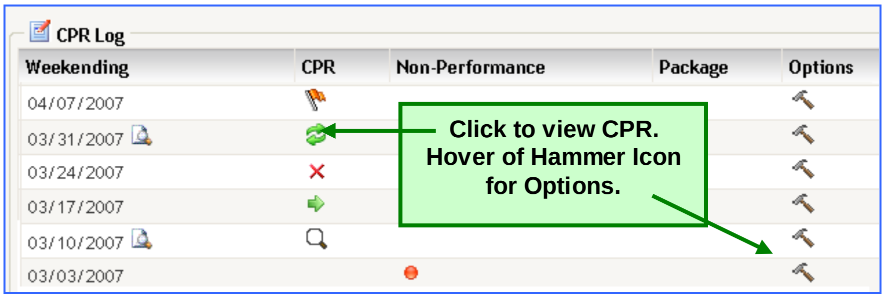


Figure 74 - CPR Log

1. Clicking on the icon for the selected week ending date will open a new window to showing the certified payroll report submitted for that week.

   Note: The CPR Log contains four columns. The first column is the week ending date. The second is the status of each Certified Payroll Report; see Figure 75 below for icon meanings. The next column is the non-performance CPRs. Last is the Options column; it provides varies options depending on the status of your Certified Payroll. These options will be discussed further in Chapter 6.

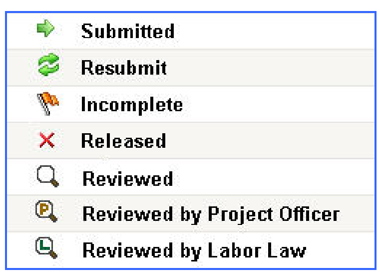


Figure 75 – CPR Log Legend

5.4 Submitting a Certified Payroll Report – Manual Submit

After completing the company and project setup described in the previous chapters, you may begin submitting weekly CPRs electronically as described below.

1. Select a project, for which a CPR needs to be prepared.

2. From the Payroll menu, scroll down and select "CPR Data Entry" (Figure 76).

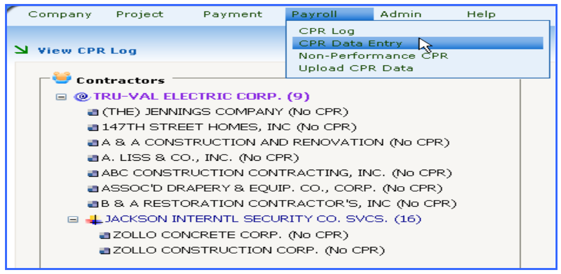


Figure 76 – Select CPR Data Entry

This will direct your web browser to the Employee Selection Screen (Figure 77).

3. Select the weekending date of the CPR.

   Note: Once the initial CPR report weekending date is selected, the system will then know to go weekly consecutively from that date forward.

4. Click on the boxes to the left of employee who worked on this project for the week ending date indicated above.

   Note: If any employee performed more than one classification during the week, i.e. electrician and carpenter, please indicate the number of crafts in the box to the right of the employee's name. This will create an additional record for this employee on the CPR to separate hours and show corresponding wages for each classification. Leaving this box blank assumes that the employee only performed a single craft during the week.

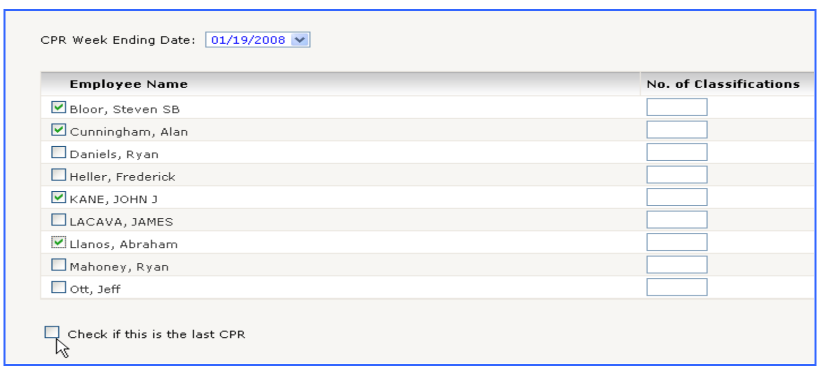


Figure 77 - Employee Selection Screen

5. When your work on the project is complete and you are submitting your final CPR, Indicate so by checking the box 'Check if this is the last CPR'.

   Note: Once this box is checked, no additional payrolls may be entered for the project unless the flag is later removed (via the Remove last CPR flag on the CPR Log)

If you later find that you have completed all work on this project and have already submitted your last CPR but did not mark it as your final, you may submit a Non-Performance Report for the next week ending date and check the box to indicate completion for the project.

6. Once the above steps are completed, click "Save." This will direct your web browser to the CPR Employees Screen (Figure 78).

Figure 78 – CPR Employees Screen

7. Each of the employees who were selected on the previous screen will be listed. The red light indicator to the left of their name indicates that their record is incomplete.

   Note: If at any time you realize that you need to add another employee record, you may do so by clicking the "Add New" button on the CPR Employees Screen. Similarly, you may delete an employee record by clicking the "Delete" link to the right of the employee name if you realize they did not in fact work that week (See Figure 81 above.)

8. To complete the record, double-click on the red signal light. This will direct your web browser to the Employee CPR Record Screen.

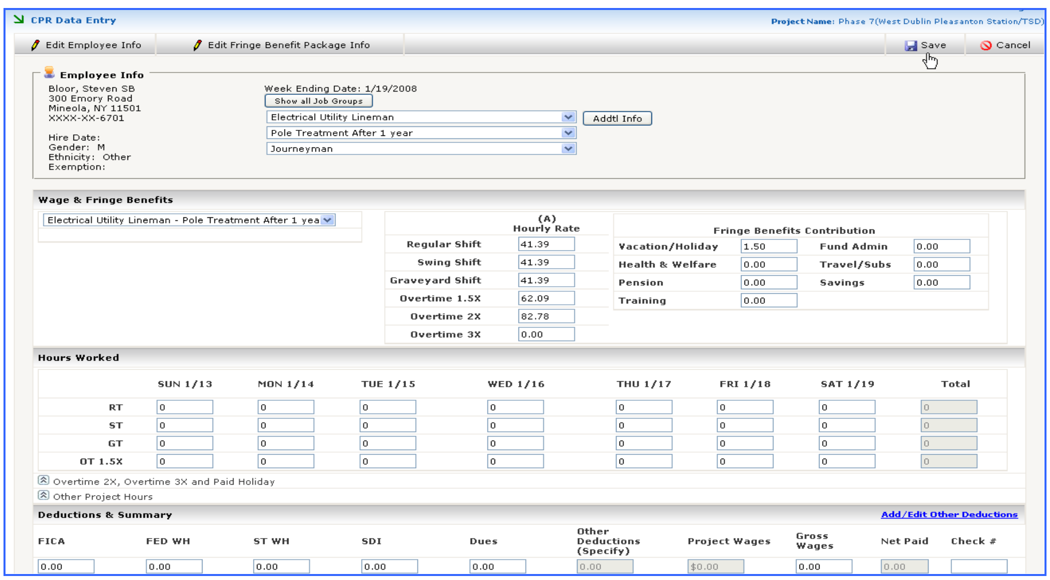


Figure 79 - Employee CPR Record

Note: If you need to make changes to the employee's information, click on "Edit Employee Info" located on the top left hand corner of the screen and make any necessary changes.

9. Select the occupation information from the dropdown menus if it is not defaulted or if the employee is working another craft.

10. Select the Fringe Benefit Package from the dropdown menu if it is not defaulted or if another package is being used for this employee record.

Note: If you select a Fringe Benefit Package, the benefit hourly rates cannot be edited on the data entry screen. You will need to update the Fringe Benefit Package and submit a new Fringe Benefit Statement (See Section 4.3)

11. Enter the hours worked each day for this project

Note: if your company pays employees bi-weekly, you will report the hours worked each week by the employee and the check information will be the same for both weekending dates/CPR's.

12. Enter the standard deductions (FICA=Social Sec + Medicare, Federal Withholding, and State Withholding).

These deduction fields are mandatory. Please type/leave 0 in each field where no deductions were taken.

13. If you have any other payments or deductions to enter, Click the "Add/Edit Other Deductions" and/or "Add/Edit Other Payments" link (above the gross wages field) Supply a description and amount for each other deduction or payment and click "Submit" (**Error! Reference source not found.** below). The other deductions and/or other payment field on the Employee CPR record will populate with this total amount.

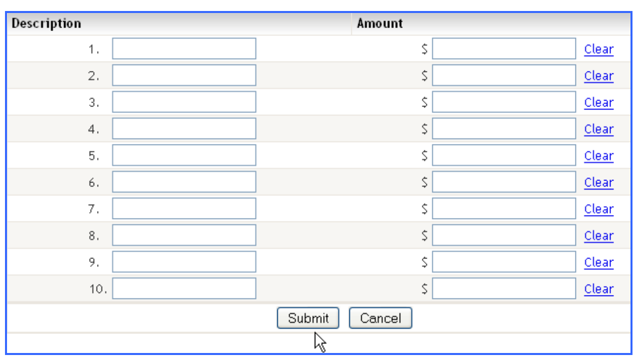


Figure 80 - Other Deductions Screen

Note: If you have recorded After-tax deductions, you will need to report those here. I.e. Fringe Benefits that are paid to the employee, taxed, deducted, and then paid to the plan or fund on their behalf.

14. Enter the gross wages and check/direct deposit number and then click "Save" to save this record. If you are missing any mandatory information, a pop-up window will appear, indicating what is missing.
15. Upon saving, your browser will be redirected to the CPR Employees Screen. The stoplight next to the completed employee record will become green, indicating that the record is complete. Note: compliance check does not take place until the CPR is submitted.
16. Repeat steps 7-15 for each employee.

Note: The CPR is considered a "Work in Progress" from the time it is initially saved (when weekending date and employees are selected and saved) until it has been submitted. If you cannot complete a CPR in a single session, you may log back in to the application and complete it at a later time. When going back to Payroll>CPR Data Entry you will see the week ending date in progress, double click to open and resume.

17. Once all of the employee records are complete (marked with a green light), the certified payroll report is ready to be submitted.

Note: You can also choose to preview prior to submitting. Click the "Preview" button on the top right side to see the completed CPR. Review it to ensure all of the data is correct. Click the "Cancel" button, top right side, to return to the CPR Data Entry Screen.

18. When ready to submit the CPR, click the "Submit" button. This will direct your web browser to the Statement of Compliance (Figure 81).
19. Check box 4a and/or 4b and any other necessary information (i.e. comments, exceptions, etc.)
20. Scroll down to bottom of page Click on the blue "Sign" link to electronically sign the report. A new window will open. Type in your signature password and click "Sign" (Figure 81.5 and Figure 82).

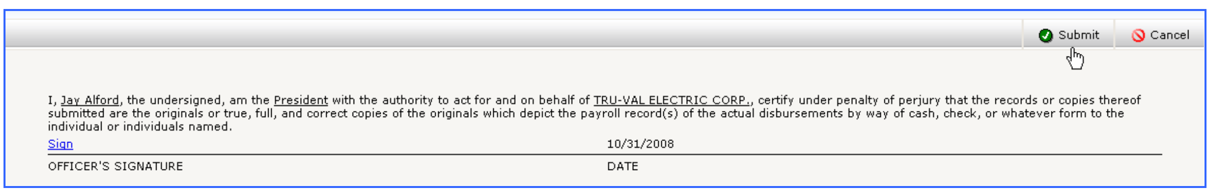


Figure 81 - Statement of Compliance

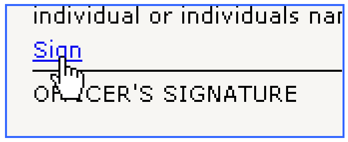


Figure 81.5

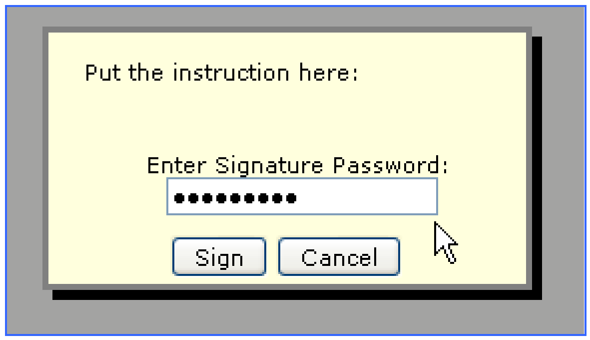


Figure 82 – CPR Signature Window

Note: All passwords are case sensitive.

21. If you see a box containing a red 'x' or the word 'image' it means you have not yet uploaded your electronic signature file successfully. You should see your actual legible signature. See Adding System Users, Section 3.3.

22. Once the Statement of Compliance is signed, hit "Submit" again to submit the Certified Payroll to the agency (Figure 83). The prime, and any other firm which may have hired your firm, will also be able to see you payroll to know that is submitted.

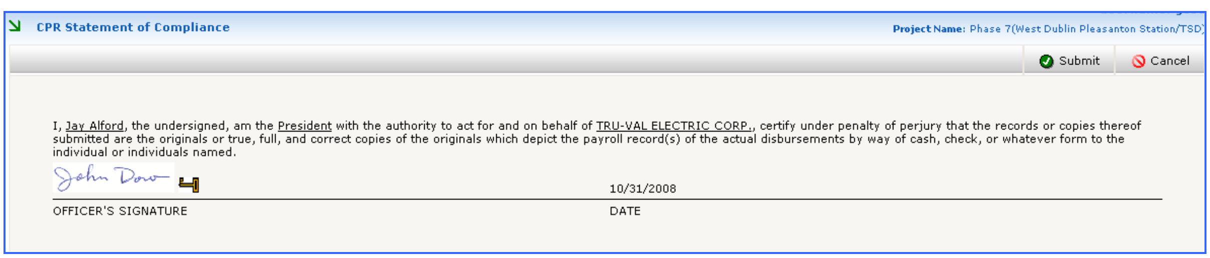


Figure 83 – Signed Statement of Compliance

5.5 Submitting a Certified Payroll Report – Auto Submit

To begin this process, you must first have confirmation from support that you are using a payroll software/version we have an interface setup for. If so, Customer Support will provide the accounting profile for you to set prior to your first upload taking place.

Save the correct week's certified payroll file from your accounting software package onto your computer in the required format. Once this is complete, follow the steps below to upload the CPR information.

1. Once you selected the project, from the Payroll menu, scroll down and select "Upload CPR Data" (Figure 84). This will open the Upload File screen (Figure 85).

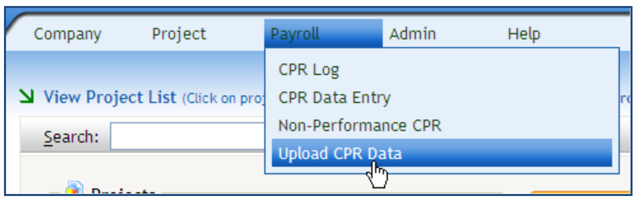


Figure 84 - Main Project Screen

Figure 85 - Upload File Screen

2. Select the weekending date.
3. Click "Browse" to search for the payroll file on the user's computer for the week ending date entered.
4. Click "Submit" to upload the file.

   Note: Even minor changes to the contractor's payroll output file may result in a problem uploading.

5. You will now need to complete the one-time set up for mapping the job classifications (unless additional classifications are added later) that the contractor uses in their payroll software to the classifications used by MyLCM.

Go to Company menu and select “Manage CPR Auto Submit Crafts and Classes”.


Weekending Date: 10/24/2008 12:00:00 AM

Status	Employee Name	Job Group Job Class Construction Trade	Project Wages Gross Wages Net Pay	RT Hours ST Hours GT Hours	OT 1.5X Hours OT 2X Hours OT 3X Hours PH Hours	
	Barrilleaux, Michael	N/A N/A Journeyman	$177.68 $710.72 $488.42	8.00 0.00 0.00	0.00 0.00 0.00 0.00	Delete

Figure 86 - Auto Submit Employee List

Note: If any employee’s stoplight remains red, a problem has been found. You may need to map your company Crafts and Classes with the LCM System.

6. Go to Company menu and select “Manage CPR Auto Submit Crafts and Classes.

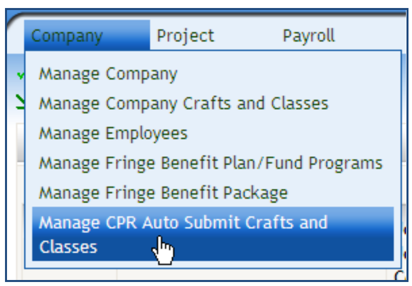


Figure 87 - Managing Auto Submit Crafts and Classes

7. Double Click on the unmapped Applicable Crafts and Classes.

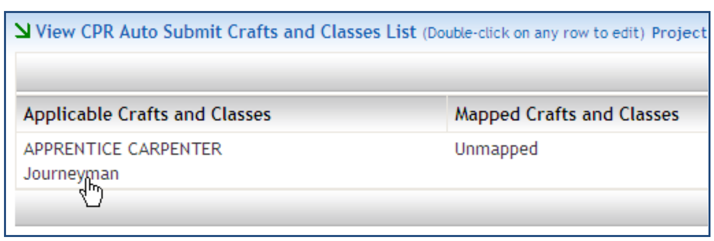


Figure 88 - Mapping Applicable Crafts and Classes

8. You will select from the drop down arrows:
    - Group
    - Class
    - Trade
9. Click on Update.

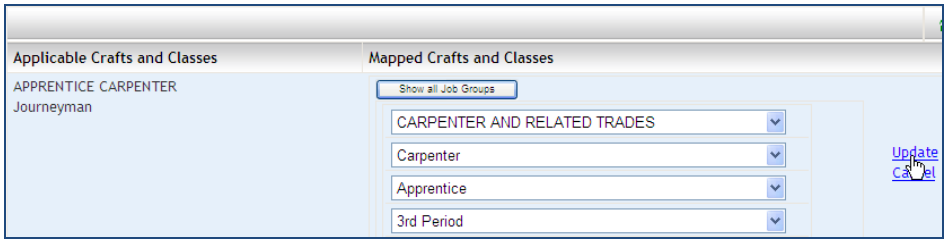


Figure 89 - Mapping Crafts and Classes

10. From the Payroll menu, select "Upload CPR Data" again (once the classifications are mapped future CPR's will only need to be uploaded one time).

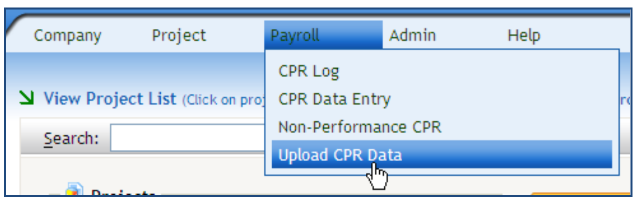


Figure 90 – Select Upload CPR Data

11. A record will be created for each employee listed in the payroll report.

Figure 91 – Auto Submit Employee List

Note: If any employee's stoplight remains red, a problem may have been found. Verify the classification is mapped correctly

12. Just as in manual submit, you may add more employees to the payroll record by clicking the "Add Employees" button. Similarly, you may delete employees by locating the employee in the list and clicking the "Delete" link.

Note: If any of your employees receive a pay increase mid-week, they need to be included on the payroll twice, once at each pay rate.

13. Once all of the employee records are complete (marked with a green light), the certified payroll report is ready to be previewed. Click the "Preview" button to see the completed CPR. Review it to ensure all of the data is correct. Click the "Back" button to return to the CPR Employees Screen.
14. If everything looks correct, click the "Submit" button. This will direct your web browser to the Statement of Compliance (Figure 92).
15. After checking box 4a and/or 4b on the form as well as any other necessary information (i.e. comments, exceptions, etc.) click "Sign" to electronically sign the report. A new window will open. Type in your signature password and click "Sign".

    Note: All passwords are case sensitive.

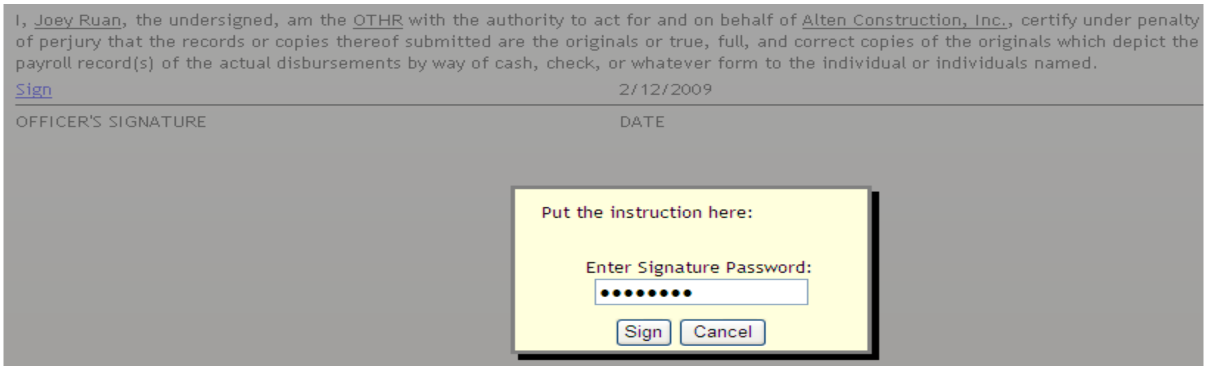


Figure 92 - Statement of Compliance

16. Once the statement of compliance is signed, click "Submit" again to submit the Certified Payroll to the agency.

    Note: The system will automatically bring you to the CPR Log once submitted successfully.

5.6 Completing a "Work in Progress" CPR

From the time that you start the certified payroll report until you submit it, it is considered a work in progress. If you are unable to finish a work in progress in a single log-in session, you may return to it at any time. Unfinished work will not appear on the CPR Log until submitted.

To continue working on a work-in-progress payroll:

1. Select a project, refer to section 2.4, for which a CPR needs to be prepared.

2. From the Payroll Reporting menu, scroll down and select “CPR Data Entry” (Figure 93).

   Note: If you do not have any works in progress, then clicking Manual Submit will direct your web browser to the employee selection screen as indicated in Section 5.4.

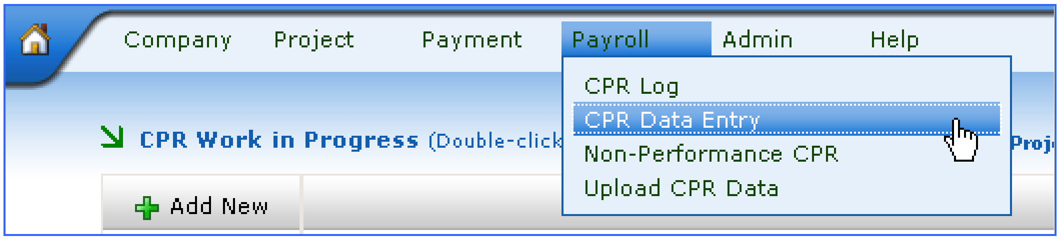
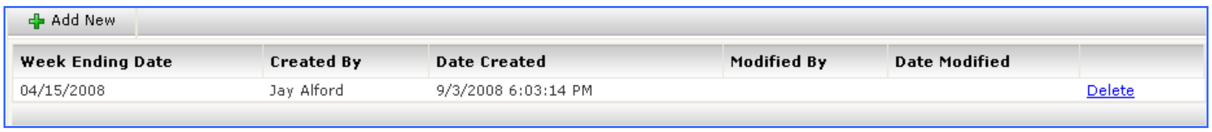


Figure 93 - Main Project Screen

This will direct your web browser to the Work In Progress screen (Figure 94).



Add New

Week Ending Date	Created By	Date Created	Modified By	Date Modified	
04/15/2008	Jay Alford	9/3/2008 6:03:14 PM			Delete

Figure 94 - Work In Progress Screen

3. Click on the “Week Ending Date” you wish to update.
4. Complete each of the CPR records according to the instructions in section 5.4 to update/submit.

5.7 Submitting a Non-Performance Report

Contractors must account for each week of the project from the time they start work until they have completed the project. For those weeks when they are not performing work on the project, they must submit a Non-Performance Report. This report merely indicates that for a particular week, the contractor did not have any prevailing wage employees performing work on the project.

To submit a Non-Performance Report:

1. Select a project for which a CPR needs to be prepared.
2. From the Payroll Reporting menu, scroll down and select “Non-Performance CPR” (Figure 95).

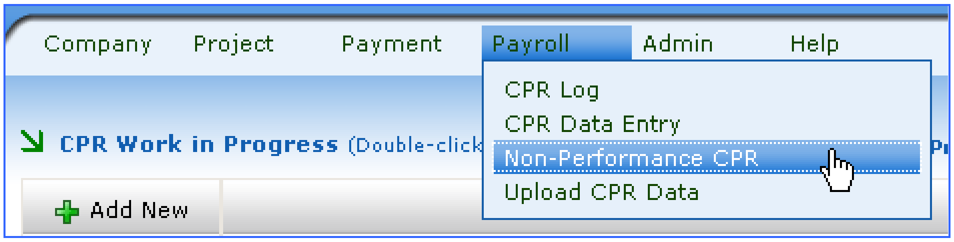


Figure 95 – Non-Performance CPR

3. Select the weekending date from the dropdown list and click "Submit" (Figure 96)

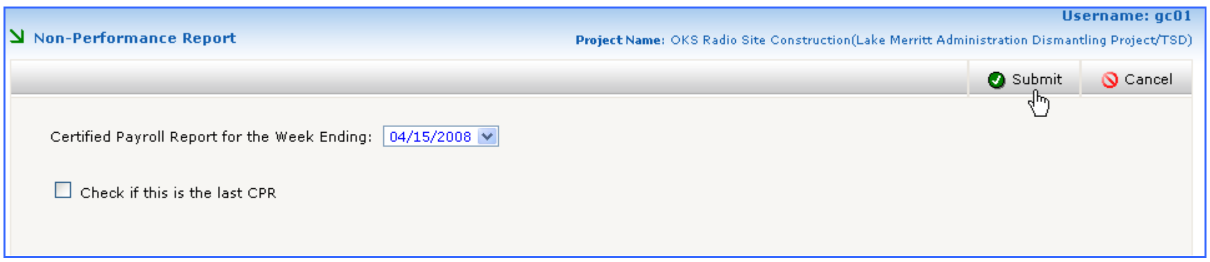


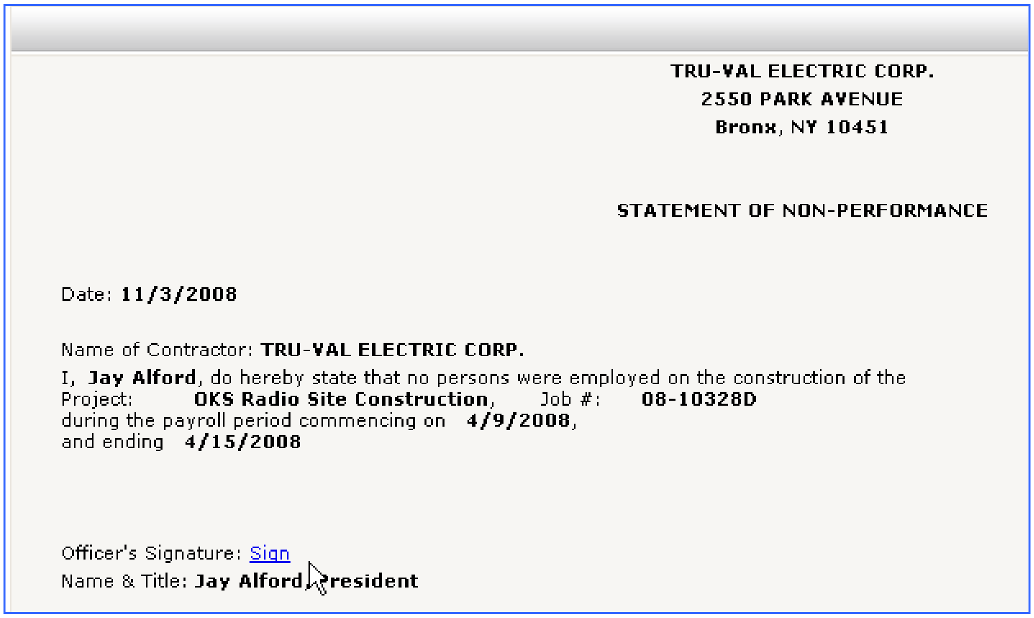
Figure 96 - Non-Performance Report Date Selection Screen

Note: If the non-performance report is the last report for this project, check the box indicating "last CPR."

This will direct your web browser to the Statement of Non-Performance screen (Figure 97).

4. To sign the Non-Performance report, click the "Sign" button (Figure97). A new window will appear asking for the signature password (Figure 98). Enter the password and click "Sign." This window will close, and an image of the signature will appear on the Statement of Non-Performance.

Note: All passwords are case sensitive.


TRU-VAL ELECTRIC CORP.
2550 PARK AVENUE
Bronx, NY 10451

STATEMENT OF NON-PERFORMANCE

Date: **11/3/2008**

Name of Contractor: **TRU-VAL ELECTRIC CORP.**

I, **Jay Alford**, do hereby state that no persons were employed on the construction of the Project: **OKS Radio Site Construction**, Job #: **08-10328D** during the payroll period commencing on **4/9/2008**, and ending **4/15/2008**

Officer's Signature: Sign

Name & Title: **Jay Alford, President**

Figure 97 - Statement of Non-Performance

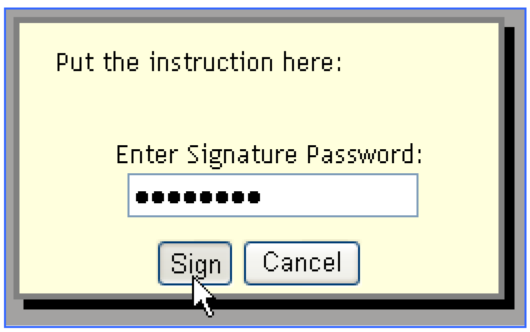


Figure 98 - Non-Performance Report Signature Window

5. Click “Submit” to complete this process and submit the report. You will return to the CPR Log for this project.

Note: Non-performance reports do not require The City’s approval.

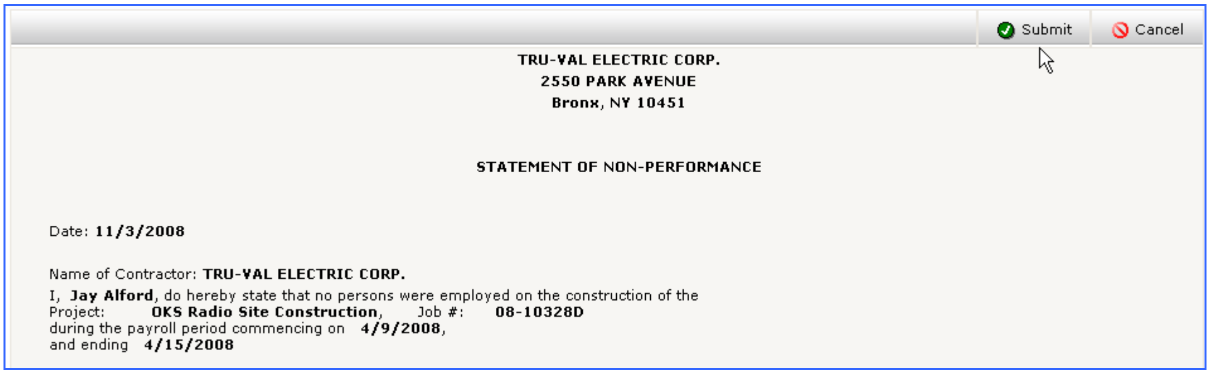


Figure 99 – Submit Non-Performance Screen

CHAPTER 6 REVIEWING AND RESUBMITTING CERTIFIED PAYROLL REPORTS

In This Chapter

6.1	Introduction	67
6.2	Viewing and Printing CPRs	67
6.3	Replacing a Report	68
6.4	Editing and Resubmitting a Certified Payroll Report	68

6.1 Introduction

This chapter includes directions to view and/or print previously submitted certified payroll reports for your firm, as well as its subcontractors' certified payroll reports. Additionally, this chapter provides instructions for resubmitting certified payroll reports that are found to be non-compliant and released by the agency/general contractor.

6.2 Viewing and Printing CPRs

At any time contractors may view, print, or export all previously submitted certified payroll reports for each project and for every subcontractor. To view these reports:

1. Select the Project, then from the Payroll Reporting menu scroll down and select CPR Log (Figure 100)

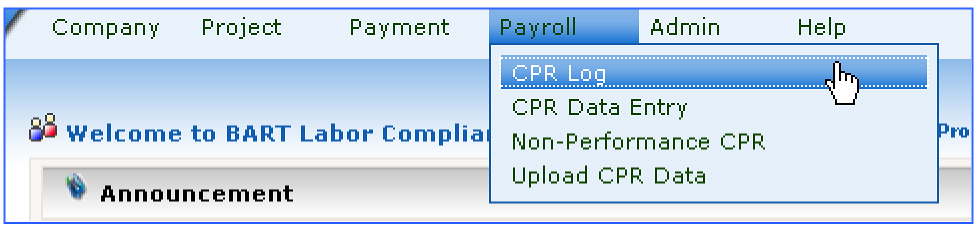


Figure 100 – CPR Log Screen

2. Select the name of the contractor whose CPR you want to view, the CPR log will appear.
3. Click on the symbol in the CPR column to review the CPR (Figure 101).

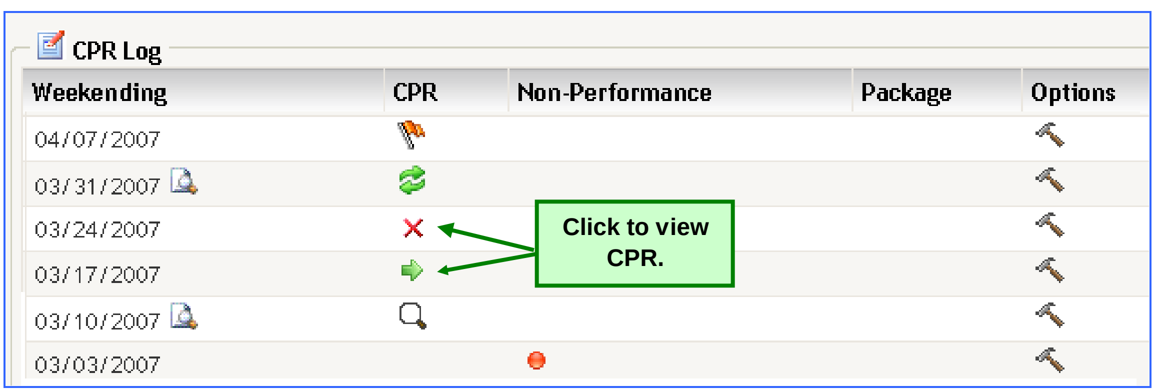
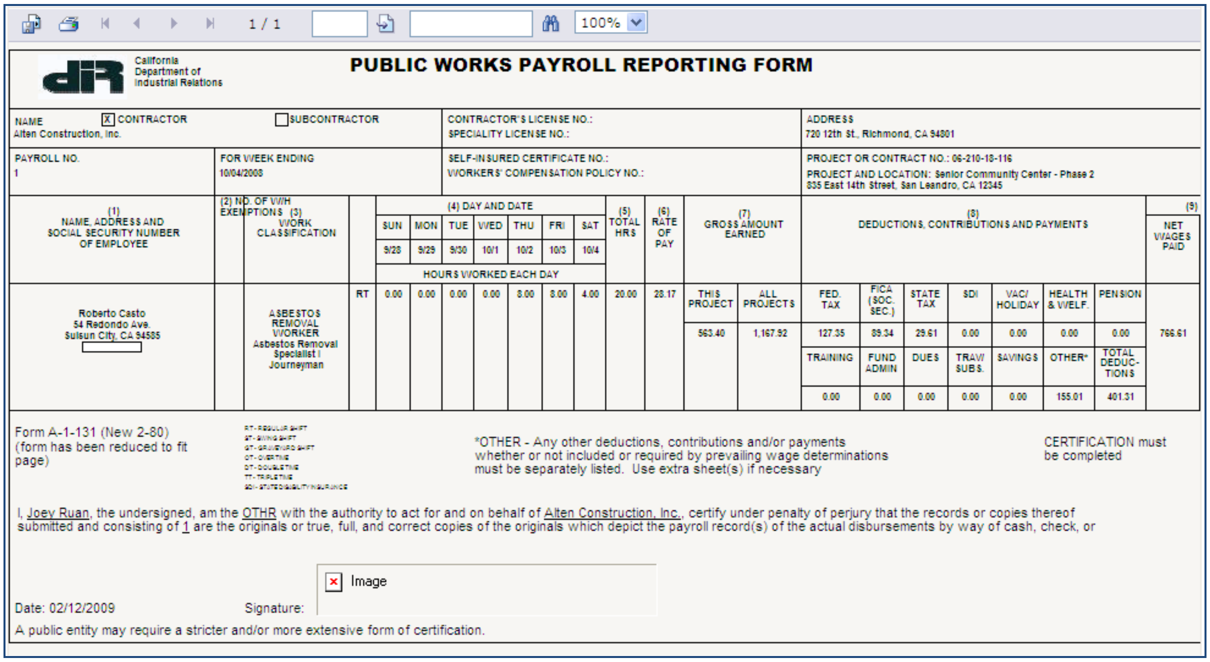


Figure 101 - CPR Log

4. This will open a new window showing the CPR submitted (Figure 102). If you wish to print or export the report, click the appropriate link in the top left hand

corner (highlighted below). When finished with the report, simply close the window.



1 / 1 100%

California Department of Industrial Relations

PUBLIC WORKS PAYROLL REPORTING FORM

NAME [X] CONTRACTOR [ ] SUBCONTRACTOR
Alten Construction, Inc.

CONTRACTOR'S LICENSE NO.:
SPECIALITY LICENSE NO.:

ADDRESS
720 12th St., Richmond, CA 94801

PAYROLL NO.
1

FOR WEEK ENDING
10/04/2008

SELF-INSURED CERTIFICATE NO.:
WORKERS' COMPENSATION POLICY NO.:

PROJECT OR CONTRACT NO.: 06-210-18-116
PROJECT AND LOCATION: Senior Community Center - Phase 2
835 East 14th Street, San Leandro, CA 12345

(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF W/H EXEMPTIONS	(3) WORK CLASSIFICATION		(4) DAY AND DATE / HOURS WORKED EACH DAY: SUN 9/28	MON 9/29	TUE 9/30	WED 10/1	THU 10/2	FRI 10/3	SAT 10/4	(5) TOTAL HRS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED: THIS PROJECT	ALL PROJECTS	(9) NET WAGES PAID
Roberto Casto 54 Redondo Ave. Sulsun City, CA 94585		ASBESTOS REMOVAL WORKER Asbestos Removal Specialist I Journeyman	RT	0.00	0.00	0.00	0.00	8.00	8.00	4.00	20.00	28.17	563.40	1,167.92	766.61

(8) DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS

FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION
127.35	89.34	29.61	0.00	0.00	0.00	0.00

TRAINING	FUND ADMIN	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS
0.00	0.00	0.00	0.00	0.00	155.01	401.31

Form A-1-131 (New 2-80)
(form has been reduced to fit page)

RT - REGULAR SHIFT
ST - SWING SHIFT
GT - GRAVEYARD SHIFT
OT - OVERTIME
DT - DOUBLETIME
TT - TRIPLETIME
SDI - STATE DISABILITY INSURANCE

*OTHER - Any other deductions, contributions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet(s) if necessary

CERTIFICATION must be completed

I, Joey Ruan, the undersigned, am the OTHR with the authority to act for and on behalf of Alten Construction, Inc., certify under penalty of perjury that the records or copies thereof submitted and consisting of 1 are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or

Image

Date: 02/12/2009 Signature:

A public entity may require a stricter and/or more extensive form of certification.

Figure 102 - CPR Preview

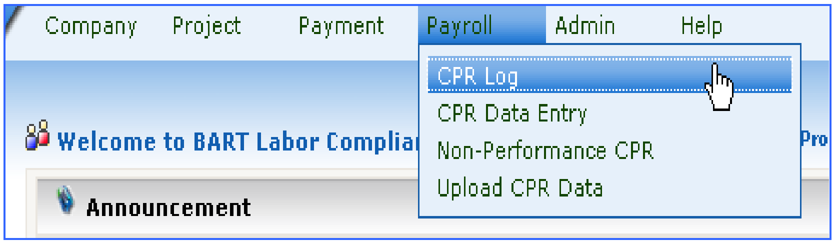
6.3 Replacing a Report

Once a CPR is submitted to the agency no changes can be made by the contractor. Once your payroll has been released/rejected by the Agency you can choose to edit the CPR to correct data entry issues, replace a CPR with a Non-Performance (and vice versa), or create an adjustment for underpayment. The system stores a history of all versions submitted.

6.4 Editing and Resubmitting a Certified Payroll Report

If your payroll has been released by the Agency (an email will be sent to your companies main contact when this occurs), you will have several options to choose from in order to resubmit a report.

1. Select the Project, then from the Payroll menu scroll down and select 'CPR Log'



2. Select your company name, the CPR log will appear (Figure 103).

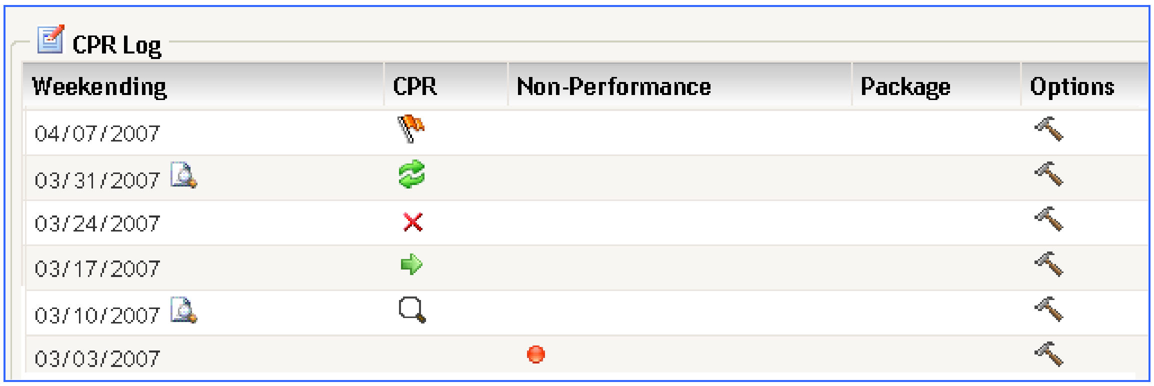


Figure 103 - CPR Log

We will now go through each option (hammer icon), starting with 'Edit' (Figure 104)

<u>Edit Option</u>

The edit option should be used for data entry corrections such as:

- adding an employee to a CPR
- correcting a mistake on the day work took place
- removing an employee from a CPR

- Click on the "Edit" link for the CPR that needs to be edited. This will direct your web browser to the CPR Employees Screen (Figure 105)

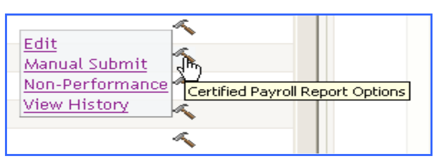


Figure 104 - Certified Payroll Report Options

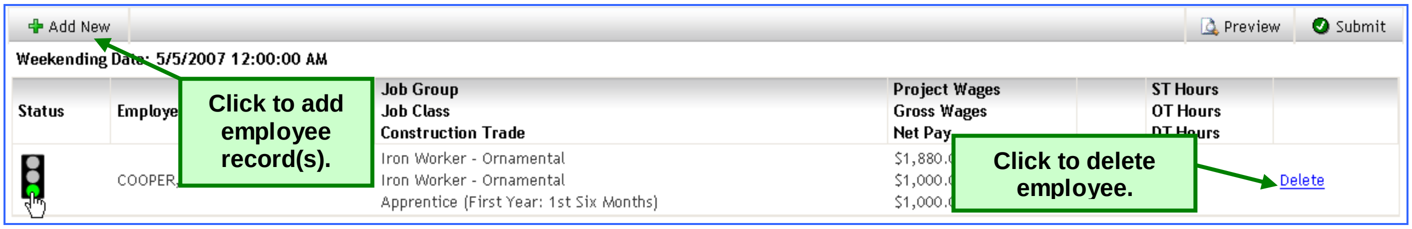


Figure 105 - CPR Employees Screen

- Repeat for each employee that needs editing. Once complete, click the "Preview" button and review the report for accuracy. Close the window when finished.
- If everything looks good, click the "Submit" button. This will direct your web browser to the Statement of Compliance.
- Complete the Statement of Compliance and click the "Sign" button to open the signature window. Enter signature password and click "Sign."

Note: Be sure to answer question 4. If you make any changes to the Statement of Compliance after signing it, you will have to sign the document again.

- Once signed, click "Submit" again to submit the revised CPR to the agency.

Manual Submit Option

The 'Manual Submit' option will be used when you originally reported a Non-Performance and later realize you performed work that week. Once the Agency rejects the Non-Performance you can choose this option (Figure 106) to replace the Non-Performance with a CPR.

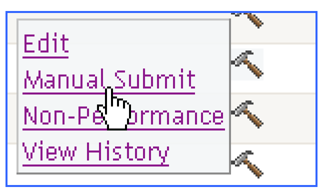


Figure 106 - Replacement Options for Certified Payroll Reports

Non-Performance Option

The 'Non-Performance' option will be used when you originally reported a CPR and later realize you did not perform work that week. Once the Agency rejects the CPR you can choose this option (Figure 107) to replace the CPR with a Non-Performance.

Figure 107 - Replacement Options for Certified Payroll Reports

Note: All previous versions of reports will be stored in the application.

View History Option

The 'View History' option is always available (Figure 108).

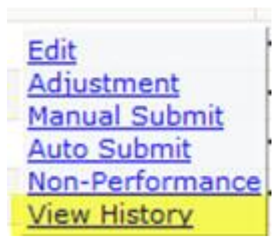


Figure 108 – View History Option for Certified Payroll Reports

The 'View History' shows the date and timestamps of each transaction (Figure 109)

Payroll History Report

Contractor: ABC Concrete
Project Name: Tire Leasing and Related Services for Miami-Dade Transit
State Project ID:
Federal Project ID:
Week Ending: 5/6/2013

Date	Action	User Name	Company Name	Remarks
5/16/2013 6:01:27 PM	CPR Rejected	MDT LLC, MDT LLC	MDT	CPs do not reflect sufficient labor costs for the amount of work completed.
5/10/2013 2:55:32 PM	CPR Submitted	Mike Richards, OTHR	ABC Concrete	

Figure 109 – View History Option information

Why was my CPR rejected?

- If your CPR was rejected and you are unsure why, you can go to the CPR Log and click the 'View History" option to see the comments that were entered by the agency.

- Additionally you can view the CPR and see if any employees are highlighted for non-compliance. When a CPR is Non-compliant, once in rejected status you can click the red 'X' icon in the CPR Log to see the violations (Figure 110)

CPR Log

Week Ending	CPR	Non-Performance	Options
05/06/2013	✕		

Figure 110 - CPR Log rejected status

- This will open the CPR and show any employee(s) that are non-compliant highlighted in yellow (Figure 111)

U.S. Department of Labor
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Rev. Dec. 2008

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒ | ADDRESS | OMB No. Expires: 12/31/2011

PAYROLL NO. | FOR WEEK ENDING | PROJECT AND LOCATION: Bitter Lake Manor Rehabilitation 620 North 130th Street, Seattle, WA 98133 | PROJECT OR CONTRACT NO.: 4303

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g. LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF W/H EXEMPTIONS	(3) WORK CLASSIFICATION		(4) DAY AND DATE / HOURS WORKED EACH DAY: SUN 9/30	MON 10/1	TUE 10/2	WED 10/3	THU 10/4	FRI 10/5	SAT 10/6	(5) TOTAL HRS	(6) RATE OF PAY	FRINGE BENEFIT $ RATE	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS: FICA	FEDERAL TAX	STATE TAX	SDI	OTHER	TOTAL DEDUC-TIONS	(9) NET WAGES PAID FOR WEEK
Eric	1	SHEET METAL WORKER Including (HVAC Duct Installation) Journeyman	RT	0.00	0.00	0.00	7.00	0.00	0.00	0.00	7.00	27.80	0.00	194.60 1,813.26	102.46	350.00	0.00	0.00	0.00 View	452.46	1,360.80
Scott	0	SHEET METAL WORKER Including (HVAC Duct Installation) Journeyman	RT	0.00	0.00	0.00	7.00	0.00	0.00	0.00	7.00	27.80	0.00	194.60 2,150.80	121.52	465.00	0.00	0.00	0.00 View	586.52	1,564.28

Figure 111 – Non-Compliant Employee

- Double click the employee highlighted, this will open a new window showing a wage comparison (Figure 112)

PREVAILING WAGE DETERMINATION COMPARISON

NAME ☐ CONTRACTOR ☒ SUBCONTRACTOR
ABC Concrete

CONTRACTOR'S LICENSE NO.:
SPECIALITY LICENSE NO.:

ADDRESS:
123 Main Street, Miami, FL 33010

PAYROLL NO.
5

FOR WEEK ENDING
04/29/2013

SELF-INSURED CERTIFICATE NO.:
WORKERS' COMPENSATION POLICY NO.:

PROJECT OR CONTRACT NO.:
PROJECT AND LOCATION: Tire Leasing and Related Services for Miami-Dade Transit
3300 N.W. 32nd Avenue, Miami, FL 33142

Roger Jones
XXXX-XX-9987

BLDG - DRYWALL HANGERS AND FINISHERS
Drywall Hanger
Journeyman

4/24 - Basic/Supplemental Benefits hourly rate is non-compliant.
4/25 - Basic/Supplemental Benefits hourly rate is non-compliant.
4/26 - Basic/Supplemental Benefits hourly rate is non-compliant.

TIME	4/23 Tue HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	4/24 Wed HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	4/25 Thu HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	4/26 Fri HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	4/27 Sat HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	4/28 Sun HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	4/29 Mon HOUR WORK	RATE OF PAY	RATE OF FB	WAGE	TOTAL WAGE
RT	0.00	13.00	0.50	0.00	8.00	13.00	0.50	108.00	8.00	13.00	0.50	108.00	8.00	13.00	0.50	108.00	0.00	13.00	0.50	0.00	0.00	13.00	0.50	0.00	0.00	13.00	0.50	0.00	324.00
Total	0.00			0.00	8.00			108.00	8.00			108.00	8.00			108.00	0.00			0.00	0.00			0.00	0.00			0.00	324.00
RT	0.00	14.00	0.57	0.00	8.00	14.00	0.57	116.56	8.00	14.00	0.57	116.56	8.00	14.00	0.57	116.56	0.00	14.00	0.57	0.00	0.00	14.00	0.57	0.00	0.00	14.00	0.57	0.00	349.68
Total	0.00			0.00	8.00			116.56	8.00			116.56	8.00			116.56	0.00			0.00	0.00			0.00	0.00			0.00	349.68
Diff								-8.56				-8.56				-8.56													-25.68

Legend: ☐ As Reported ☐ Prevailing Wage Rate ☐ Non-Compliant

Figure 112 – Wage Comparison

- This shows the wages and fringe benefits paid compared to those expected.

6.5 Recording an Adjustment

If the contractor has underpaid an employee for a particular week, they need to pay the employee the difference and record an adjustment to correct the problem.

Note: An adjustment should be only used to correct an underpayment to an employee. It should not be used to correct an overpayment.

Please follow the steps below to record the payment of back wages:

1. From the CPR Log, click on the hammer icon for the CPR that needs an adjustment and select the "Adjustment" option (Figure 113)

   this will direct your web browser to the Adjustments Screen (Figure 114)

Note: Only when the CPR has the rejected, red 'x', status will you see the 'Adjustment' option.

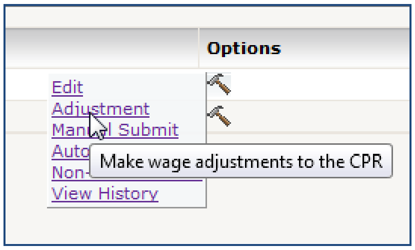


Figure 113 – CPR Log Adjustment option

2. Double-click on the employee's name whose wages you want to adjust.

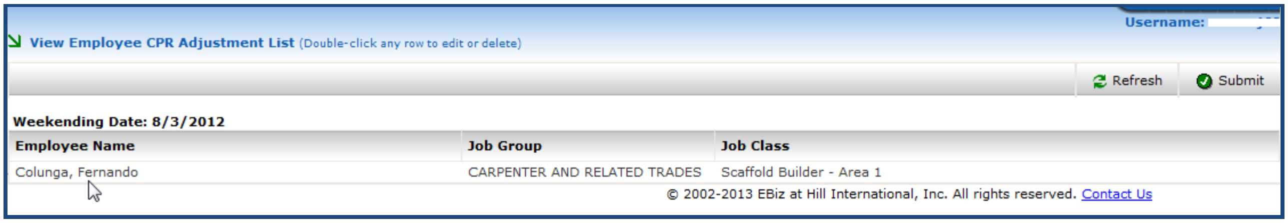


Figure 114- Employee CPR Adjustment screen

Note: The top half of the screen is to record the adjustment. The bottom half, for reference purposes only, is what was initially entered for the employee.

3. This will open a new screen that shows the payroll record previously submitted and an editable record for the adjustment. If the hourly rate is too low, put the difference between what was paid and what should be paid in Adjustment box ‘D’ (Figure 115)

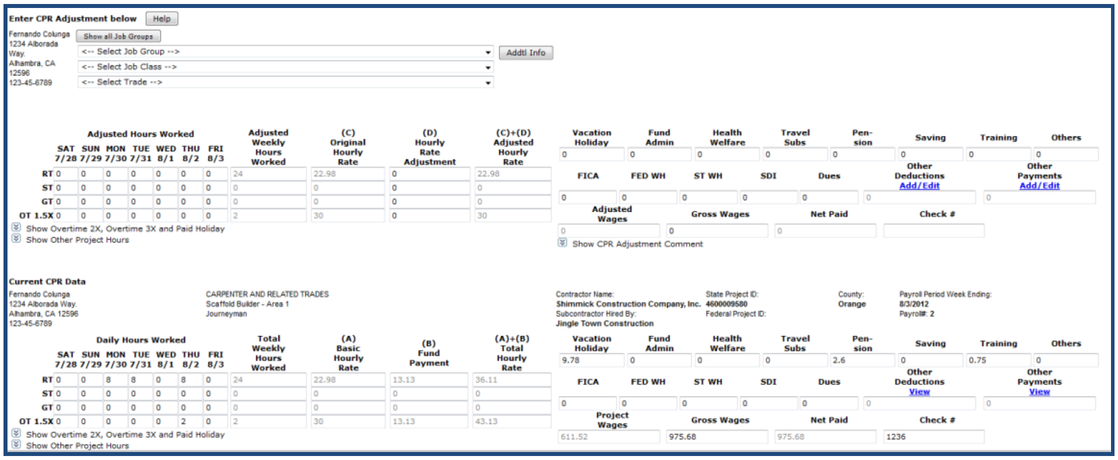


Figure 115 - Adjustment Screen

Note: If an employee was paid a standard-time rate instead of an overtime rate, you may need to enter hours like –5 in standard hours and +5 in overtime hours for a particular day.

4. The project wages will be calculated automatically. The contractor must add the gross wages, deductions, and the check number. Once the record looks correct, click the “Save” button to return to the Adjustments Screen.

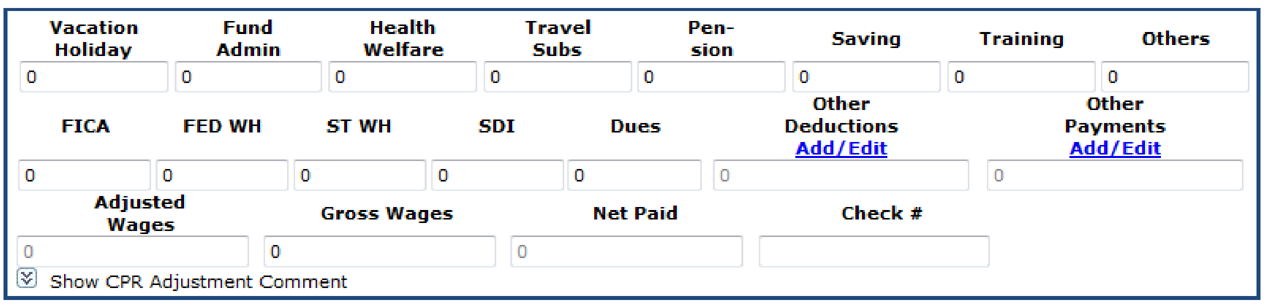


Figure 116-Adjustment Check Information

5. Once the adjustment is saved you can click “Submit”. This will bring you to the Statement of Compliance.

6. Complete the Statement of Compliance and click the “Sign” button to open the signature window. Enter signature password and click “Sign.”

7. Once signed, click “Submit” again to submit the revised CPR to the agency.

8. Proof of payment to the employee for the underpayment, i.e. scanned check, should be uploaded to the ‘Associated Documents’ tab on the Project screen.

Appendix 1 Tips for Creating an Electronic Signature Image

In order to create a user with signature privileges, contractors must create a digital image of the signature of the individual that will be signing the payroll reports electronically.

Have access to a scanner?

Please follow these steps to create a signature image.

1. Have the person authorized to sign payrolls sign a piece of paper.
2. Following your scanner's instructions, scan the signed paper.
3. The entire 8-1/2 x 11" image should appear in a dotted box. Grab the edges of this box and drag them in so that they surround only the area with the signature (cropped).
4. Save the image as a .jpg, the system will NOT accept .pdf.

Note: Remember the name of the folder where the file was saved for easy retrieval when uploading into our system.

Don't have access to a scanner?

Please follow these steps to create a signature image.

1. Have the person authorized to sign payrolls sign a piece of paper.
2. You can either fax or email a copy of the user's signature to MyLCM Customer Support team

   Fax - (714)441-8753 (include your company name/contact information)

   Email - lcm-support@hillintl.com
3. Customer Support will send you the formatted signature, which you will save onto your computer.
4. Then follow the instructions for uploading the file into your user account in Chapter 3, under Edit User Information.

Appendix 2 Customer Support

Questions

Please contact Darrell Hubbard DHubbard@seattlehousing.org for any questions regarding the MyLCM system.

If sending an e-mail, please be sure to include the following information in addition to your question.

Project Name

Company Name

Contact Number

Locked out of the MyLCM System

If you are locked out of the system, please contact MyLCM Customer Support at

lcm-support@hillintl.com .

*Your Companies user with the “Company Admin” role can unlock you as well.

Timing Out

For security purposes, the application will log you out after one hour of idle time. If you receive an error message after leaving the application unattended for a while, try logging out and logging back in to the application. If an error persists, refer to the following section for how to report errors.

Reporting Issue/Error

If you encounter an issue/error while using the system and in reviewing your steps believe that you have done everything correctly, please contact support. You contact support via e-mail at lcm-support@hillintl.com or via phone (855-49MyLCM).

If sending an e-mail, please be sure to include the following information:

Project Name

Company Name

Contact Number

Issue/Error reporting including specific information necessary, including steps followed and any other pertinent information such as craft/class, employee, etc. that the issue relates to or the error message itself (preferably captured in a screenshot).